|  |  |
| --- | --- |
| **AUTHORITY LETTER** | [Email] |
| Claim Birth Certificate | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Claim Birth Certificate

Dear [Recipient's Name],

I am writing to formally authorize [Agent's Full Name], residing at [Agent's Address], to collect my birth certificate on my behalf. This authorization is necessary due to [briefly explain the reason, such as travel abroad, health reasons, work commitments, etc.].

I understand that my birth certificate is an essential document, and I trust [Agent's Full Name] to act as my representative for this purpose. [Agent's Full Name] is hereby permitted to claim my birth certificate from your office and to perform any necessary actions or procedures related to the collection process.

**Please note the following details pertaining to this authorization:**

* Agent's Full Name: [Agent's Full Name]
* Agent's Address: [Agent's Address]
* Purpose of Collection: [Specify Purpose, e.g., passport application, legal proceedings, etc.]
* Authorization Start Date: [Start Date]
* Authorization End Date: [End Date]

I kindly request your cooperation and assistance in facilitating this process for [Agent's Full Name]. [Agent's Full Name] will adhere to all requirements, procedures, and regulations set forth by your office during the collection process.

For your verification, I have attached a copy of my identification [Optional: List the type of identification attached, e.g., driver's license, passport].

I appreciate your attention to this matter and thank you for your understanding. I am confident that [Agent's Full Name] will handle the collection of my birth certificate with the utmost care and professionalism.

Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and prompt assistance.

Yours sincerely,

[Your Signature]

[Your Full Name]

[Your Email Address]