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| **Authority Letter** | [Email] |
| Claim Master's Degree | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Claim master’s degree on my Behalf

Dear Mr. Miller,

I am writing this letter to inform you that I, Isabel Rivera, have authorized my friend, James Anderson, to claim my master’s degree certificate on my behalf from Oakland University. I am unable to personally collect the certificate due to my current overseas job assignment.

I understand that the Master's Degree certificate holds significant importance, and I have complete confidence in James Anderson's ability to handle this matter responsibly. I kindly request your assistance in ensuring a smooth and efficient process for releasing my Master's Degree certificate to my authorized representative, James Anderson.

**Enclosed, please find the required documentation for verification:**

1. A photocopy of my passport for identity verification.

Kindly provide James Anderson with the necessary guidance and instructions for the certificate retrieval process. I kindly ask for your cooperation in helping him navigate any specific requirements or procedures.

I assure you that James Anderson will adhere to all the necessary protocols as outlined by the university. If there are any forms or additional documents required from his end, please inform him in advance to ensure a seamless experience.

You’re understanding and support in this matter are greatly appreciated. Should you have any inquiries or need further information, please do not hesitate to reach me at 555-123-4567 or isabel.rivera@email.com.

Thank you for your prompt attention to this request. I anticipate a successful collaboration for the efficient collection of my Master's Degree certificate.

Sincerely,

Isabel Rivera