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| |  | | --- | |  | | **Authority Letter**  Collect Birth Certificate | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization Letter to Collect Birth Certificate  Dear Registrar,  I, John Smith, am currently undergoing medical treatment and am unable to personally collect my birth certificate. In light of this situation, I hereby authorize my cousin, Mary Johnson, to collect my birth certificate on my behalf.  I understand that the birth certificate is an important document and is required for various official purposes. I trust Mary Johnson to handle this matter responsibly and in my best interest. The details of the birth certificate are as follows:   * Full Name: John Smith * Date of Birth: May 20, 19XX * Place of Birth: Springfield, IL   Please note that I have enclosed a copy of my passport to verify my identity along with this letter. Mary Johnson will present this authorization letter and the provided identification when collecting the birth certificate from your office.  I kindly request your cooperation in facilitating the smooth process of releasing my birth certificate to Mary Johnson. If there are any additional documents or procedures required, kindly inform Mary Johnson so that the necessary arrangements can be made.  I am grateful for your understanding and assistance in this matter. If you have any questions or require further information, please do not hesitate to contact me at 555-123-4567 or john.smith@email.com.  Thank you for your prompt attention to this request.  Sincerely,  John Smith  **Enclosures:**  1. Copy of Passport | |