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| |  | | --- | | **Authority Letter**  Claim Birth Certificate |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | To Whom It May Concern,  I,[Your Full Name], currently residing at [Your Current Address], am writing this letter to authorize my friend, [Friend's Full Name], who is also a resident of [Friend's Address], to collect my birth certificate on my behalf from the [Name of the Issuing Authority] located at [Address of the Issuing Authority].  I am currently studying abroad and will not be available to personally retrieve my birth certificate. I have full confidence in [Friend's Full Name]'s ability to handle this matter on my behalf and request that they be permitted to collect the birth certificate and complete any necessary documentation or forms.  **Please find below the details of my friend who will be collecting the birth certificate:**   * Full Name: [Friend's Full Name] * Date of Birth: [Friend's Date of Birth] * Passport/ID Number: [Friend's Passport/ID Number] * Contact Number: [Friend's Phone Number] * Email Address: [Friend's Email Address]   I have attached a copy of my identification documents and a copy of my passport for verification purposes. Please note that my signature on this authorization letter is provided in digital form for validation.  I understand that [Friend's Full Name] will be required to present this letter along with their own identification documents in order to claim my birth certificate. I kindly request that you provide them with all necessary assistance to ensure a smooth and successful retrieval process.  I hereby grant [Friend's Full Name] full authority to act on my behalf in obtaining my birth certificate, and I hold [Friend's Full Name] responsible for any actions taken in this matter.  I appreciate your understanding and cooperation in this regard. Please feel free to contact me at [Your Email Address] or [Your Phone Number] if you require any further information or clarification.  Thank you for your prompt attention to this matter.  Sincerely,  [Your Full Name]  [Your Digital Signature]  [Date of Birth]  [Your Passport/ID Number]  [Attachment: Copy of Your Identification Documents (if required)] | |