|  |  |
| --- | --- |
| **Authority Letter** | [Email] |
| Claim Birth Certificate | [Address] |
|  | [Phone] |

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

Dear [Recipient's Name],

I, [Your Full Name], am currently undergoing medical treatment and am unable to personally collect my birth certificate. In light of this situation, I hereby authorize my [Relationship to Recipient], [Recipient's Full Name], 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 [Recipient's Full Name] to handle this matter responsibly and in my best interest.

 **The details of the birth certificate are as follows:**

* Full Name: [Your Full Name]
* Date of Birth: [Your Date of Birth]
* Place of Birth: [City/County and State of Birth]

Please note that I have enclosed a copy of my photo identification (e.g., driver's license, passport) to verify my identity along with this letter. [Recipient's Full Name] will present this authorization letter and the provided identification when collecting the birth certificate.

I kindly request your cooperation in facilitating the smooth process of releasing my birth certificate to [Recipient's Full Name]. If there are any additional documents or procedures required, please inform [Recipient's Full Name] 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 through [Your Email Address] or [Your Phone Number].

Thank you for your prompt attention to this request.

Sincerely,

[Your Full Name]

[Your Signature]