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| **Authority Letter** | [Email] |
| Collect Birth Certificate | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

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

To Whom It May Concern,

I, [Your Full Name], residing at [Your Address], [City, State, Zip Code], hereby authorize my trusted friend, [Friend's Full Name], residing at [Friend's Address], [City, State, Zip Code], to collect my birth certificate on my behalf.

I am currently employed in a full-time position at [Your Workplace Name], and due to my work commitments, I am unable to personally visit your office to collect the birth certificate. I have complete faith and confidence in [Friend's Full Name] to act as my representative and collect the birth certificate without any issues.

Please find attached a copy of my identification documents for verification purposes. The authorized person, [Friend's Full Name], will also provide their identification documents to ensure a smooth and secure collection process.

I kindly request that [Friend's Full Name] be provided with the necessary assistance and guidance to complete the birth certificate collection procedure. If any additional documentation or information is required from my end, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

I understand that this authorization is valid for a one-time collection only and does not grant [Friend's Full Name] the authority to make any changes or alterations to the information contained in the birth certificate.

I sincerely appreciate your understanding and assistance in this matter. I trust that [Friend's Full Name] will receive the necessary support from your esteemed office.

Thank you for your prompt attention to this request.

Sincerely,

[Your Full Name]

[Your Signature if submitting a physical letter]

**Enclosures:**

1. Copy of my identification documents

2. Copy of [Friend's Full Name]'s identification documents