

Formal Authorization Letter for Birth Certificate Collection

Subject: Authorization to Collect Birth Certificate

Dear Sir/Madam,

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to collect the birth certificate of my [relationship, e.g., son/daughter/self] from your office on my behalf. I am unable to attend in person due to [reason, e.g., illness, work commitment, travel, etc.].

The authorized person will present valid identification for verification. Enclosed are copies of my ID and the authorized person's ID to support this authorization.

Kindly provide them with the necessary assistance to complete this process smoothly. I appreciate your cooperation in this matter.

Sincerely,

[Your Name]

[Your Contact Information]

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