

Email format for duplicate collection

Subject: Authorization to Collect Birth Certificate

Dear Sir/Madam,

I hope this message finds you well. I am writing to formally authorize my friend, [Friend's Full Name], to collect a duplicate copy of my birth certificate on my behalf from your office.

Due to my current residence abroad, I am unable to visit in person. [Friend's Name] will present proper identification, along with this email and a copy of my ID.

Please provide them with the assistance required to complete this process.

Best regards,

[Your Full Name]

[Your Contact Details]

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