

Provisional request message

Hello,

I am preparing to issue a formal authorization, but due to urgent need, I would like to make a preliminary request. Kindly allow [Name of Person] to collect my birth certificate, pending delivery of the official signed authorization within 24 hours.

I appreciate your flexibility.

Regards,

[Your Name]

[Date]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorization-letter-for-birth-certificate>