

Warm and personal tone for authorizing a relative

Subject: Authorization to Collect Diploma

Dear [Registrar's Name],

I hope this message finds you well. I am writing to authorize my [Relation – e.g., father, mother, brother, sister], [Full Name], to collect my diploma from [Institution Name] on my behalf.

Unfortunately, I am currently unable to attend in person due to [Reason]. My family member will carry their government-issued identification and this letter as proof of authorization.

Thank you for your kind assistance and understanding.

Warm regards,

[Your Full Name]

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