

Graduate certificate collection authorization

Subject: Authorization for Graduation Certificate Collection

Dear Registrar's Office,

As a recent graduate of [University/College Name], I am writing to authorize [Authorized Person's Name] to collect my graduation certificate and related documents on my behalf.

Graduate Information:

- Student Name: [Your Full Name]
- Student ID: [Student ID Number]
- Degree: [Degree Title]
- Major: [Field of Study]
- Graduation Date: [Date]

I am currently [reason - relocated/employed abroad/unable to travel] and cannot personally collect these important documents. The authorized individual is my [relationship] and has my complete trust in handling these certificates.

Please find attached:

- Copy of my student ID
- Copy of authorized person's ID
- Copy of this signed authorization

I would appreciate your assistance in this matter and thank you for your cooperation.

Warm regards,

[Your Signature]

[Your Full Name]

[Alumni ID if available]

[Contact Information]

[Date]

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