Official Government Transaction Authorization

Subject: Authorization for Government Office Transaction
To Whom It May Concern,
I, [Your Full Name], ID Number [ID Number], hereby authorize [Authorized Person's Name], ID
Number [ID Number], to represent me in conducting official business at [Government
Office/Department Name].
Purpose of Authorization:
[Specific purpose - license renewal, permit application, document collection, etc.]
The authorized person is permitted to:
- Submit applications and documents on my behalf
- Receive official correspondence and certificates
- Make payments for fees and charges
- Provide additional information as required
- Sign necessary forms and declarations
I take full responsibility for all actions taken by my authorized representative in connection with this
matter.
Duration of Authorization: [Specific dates]
Sincerely,
[Your Name]
[Your Signature]
[Date]
Authorized Person's Acknowledgment:
I accept this authorization and will act responsibly on behalf of the authorizing party.
[Authorized Person's Signature]
[Date]

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