

AUTHORIZATION LETTER

_____ (Your name)

_____ (Your address)

Phone: _____

Date: _____

To: _____ (The Manager / the office concerned)

_____ (Name and address of the office)

Subject: Authorization to _____

Dear Sir / Madam,

I, _____, holder of ID / passport number _____, authorise _____, holder of ID / passport number _____, to act on my behalf for the following purpose:

_____ (for example: to collect my degree certificate / to receive my passport / to collect a parcel with tracking number _____ / to submit and sign documents for _____).

I am unable to attend in person because _____. This authorisation is valid from _____ to _____ and for this purpose only.

The authorised person will show his / her original identity document. A copy of my identity document is attached, and his / her signature appears below for your verification.

I accept responsibility for whatever he / she does within this authorisation. Please give him / her the assistance needed.

Thank you for your co-operation.

Yours faithfully,

Signature: _____

_____ (Your name)

Signature of the authorised person: _____

Name: _____