

# Authorization Letter for Birth Certificate

To,  
[Recipient's Name]

Dear Sir/Ma'am,

I am writing this letter to authorize [Person's Name] to retrieve my [relation]'s Birth certificate on my behalf as I am unable to do so due to unexpected circumstances. The applicant has my full permission and authority for this, and I have included all necessary documents for verification purposes.

This will allow them to apply for a passport or other identification document on my behalf. I understand that this authorization is revocable by me at any time and that revocation will be effective only upon receipt by the issuer of this letter of notification of such revocation.

Thank you for your time and assistance in this matter.

Sincerely,  
[Your name]