
Authorization Letter to Get Document

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name/Institution]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name/Institution],

I, [Your Name], hereby authorize [Authorized Person's Name] to obtain [Specify Document(s)] on my behalf. My current circumstances prevent me from personally retrieving these documents, necessitating this authorization.

[Authorized Person's Name] will present proper identification, specifically [his/her] [type of identification, e.g., national ID card, passport], to verify identity. The identification details are as follows: ID Number [ID Number], issued by [Issuing Authority].

This authorization is in effect from [Start Date] to [End Date]. During this time, [Authorized Person's Name] is fully empowered to act on my behalf in matters pertaining to the retrieval of the specified documents.

For any necessary verification or inquiries, please contact me directly at [Your Phone Number] or [Your Email Address]. Your cooperation with [Authorized Person's Name] in facilitating this process is greatly appreciated.

Thank you for your understanding and assistance.

Sincerely,

[Your Signature]

[Your Name]