**Authorization Letter to Get Documents**

Name of the Sender Address

Contact Details Date

To,

Whom it may concern (Name)

Address Subject-

Respected Sir/Ma’am,

I, ------------------------------, in my complete knowledge authorize Mr/Ms ------------

-------------------- to visit your office on ---------------, located at to

get my documents on my behalf as I will not be present in the town. Below are the listed documents to be collected:

Document 1 (For ex: Birth certificate) Document 2 (For ex: Certificate of Domicile)

This letter is the formal way of giving out the information that I permit Mr/Ms -----

----- to come, sign and collect the documents on my behalf and he/she has the complete permission of collecting the copy of documents from your above-stated office.

Yours Sincerely, (Signature) Your Name