

## 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

