

Letter of Authorization to Collect Certificate

From,
Lyle Sutton
Ap #250-9843 Elementum St.
South Gate Missouri 68999
(736) 522-8584

Date: 09-01-2019

To,
Palmer Gaymer
557-2026 Purus St.
Watertown TN 07367

Subject: Letter of Authorization to collect college certificates

Dear Palmer Gaymer,

I, Lyle Sutton resident of [Writer's Address] have been a student of your institute from [Course Duration]. I hereby authorize [Name of the person being authorized] who is my [relation with the writer] to collect my course completion certificate from the institute's office as I am personally unable to collect the same because [reason for not collecting yourself].

Kindly allow [Name of the person being authorized] to collect the certificates on my behalf.

Thanking you,

Yours Sincerely,
[Signature of the writer]
Lyle Sutton