

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Subject: Letter of Authority for Birth Certificate Request

Dear [Recipient's Name],

I, [Your Full Name], hereby grant authority to [Authorized Person's Full Name], who is my [relationship to you, e.g., "son," "daughter," "traveling companion"], to request and obtain a copy of my birth certificate on my behalf.

Details of the Birth Certificate:

- Name on Birth Certificate: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]

This authorization is valid until [expiration date, if applicable]. I appreciate your cooperation in this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]

[Authorized Person's Signature (if applicable)]

[Authorized Person's Printed Name]