TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Authorization to process my official documents

Respected Sir/ Madam,

I, the undersigned, need some of my important official documents to be processed and want to update the transcriptions of some records currently present on file in your office.

Since I am not in a position to come to your office and collect the same in person, I hereby authorize my sister Miss Anne Kipling to apply for and get the required documents duly processed.

I have no objection for Miss Anne Kipling signing the documents on my behalf in my absence.

Sincerely yours,

**[Signature]**