

Authorization Letter to Claim

John Doe
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(555) 987-6543
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Ohio State University
Registrar's Office
123 University Plaza
Columbus, OH, 43215

Subject: Authorization Letter to Claim Diploma

Dear Registrar's Office,

I, John Doe, hereby authorize Emily Clark, holding identification number 456123789, to claim my diploma on my behalf.

Due to my current overseas assignment for work, I am unable to be present to claim it personally. Therefore, I have entrusted Emily Clark with the responsibility of claiming the aforementioned diploma on my behalf.

For identification and verification purposes, Emily Clark will present her valid photo ID (ID/Passport Number: 456123789) along with this authorization letter.

Please find attached a photocopy of my ID (Driver's License Number: OH20198765) for further verification. I assure you that any documents received by Emily Clark shall be treated as if I have received them personally and I hereby release Ohio State University from any liability arising from this authorization.

Should you require any additional information or confirmation from my side, please do not hesitate to contact me at (555) 987-6543 or johndoe@email.com.

Thank you for your understanding and cooperation in this matter.

Sincerely,

John Doe