

[Address line 1]

[Address line 2]

[Address line 3]

[Date]

Dear Sir/Madam:

I, [Your Name], hereby authorize [The person you authorizing] to uplift my [document to uplift] from [Where/Who]. I am currently out of town and unable to do so myself.

Together with [the person you authorizing] is a copy of my identification card attesting this authorization.

Thank you very much for your kind cooperation.

Yours respectfully,

[Your Name]

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