To Whom It May Concern,

I, David Smith, hereby authorize my brother, Tom Smith, to collect my Master’s degree from ABC Institute, California.

I no longer live in the country and have moved to Australia for a job which is why I cannot come myself to collect the document. However, my employer is insistent on getting my degree on an urgent basis. As my brother is soon traveling to Australia as well, he will collect the degree from you and bring it along.

This letter would be in effect from 1st February 20XX- 25th March 20. A Xll the required identification documents are attached. Feel free to contact me at [Contact].

Your help would be highly appreciated.

Regards,

David Smith