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**To whom it may concern**

I, the undersigned *(full name)* ……..…………………………….…………………………., hereby authorise *(full name)* ………………………………………………..……………….., Date of birth………………….………, to collect my *(name of exam and level)* …………………………………………………… diploma, which I obtained in *(month/year)* ……………………..……………, in my name, and to sign the acknowledgement of receipt document held at the examination centre.

I confirm they will be bringing;

- this letter  
- their own official ID (passport, photo driving licence, photo residence permit or national ID card only)   
- a photocopy of my official ID.

Date:......................................... Signed:............................................