**Authorization Letter to Claim Certified True Copy of Title**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title, if applicable]

[Organization/Business Name]

[Address]

[City, State, ZIP Code]

Subject: Authorization Letter to Claim Certified True Copy of Title

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to claim on my behalf a certified true copy of the title deed for the property located at [Property Address]. Due to [mention the reason, such as work commitments or personal matters], I am unable to collect this document in person.

Details of the authorized person:

Name of Authorized Person: [Authorized Person's Name]

Relationship to the Property Owner: [Authorized Person's Relationship to You]

ID/Passport Number of Authorized Person: [Authorized Person's ID/Passport Number]

Date of Birth of Authorized Person: [Authorized Person's Date of Birth]

I trust that [Authorized Person's Name] will comply with all necessary procedures and requirements during the claiming process. [He/She] will present this authorization letter along with [his/her] identification for verification purposes.

If there are any additional forms or documents required, please provide them to [Authorized Person's Name]. Please ensure that the certified true copy is handed over securely.

If you have any questions or need further clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation in facilitating this matter.

Sincerely,

[Your Full Name and Signature]