

<Date, Place>

**To whom it may concern**

I,

<your name> <your surname>  
born on <your birth date>  
in <your birthplace>

hereby authorize

<Name of your Friend> <Surname of your Friend>  
born on <birth date of your friend>  
in <birthplace of your friend>

to receive my Diploma on my behalf.

In attachment please find a copy of my ID.

Sincerely,

<your name> <your surname>

<YOUR SIGNATURE>