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**Example of letter of authorization for legalise school documents**

To the Legalisation Section

Consulate General of Brazil in .....  
Adresse.....  
.....

Sirs,

As I am unable to attend the Consulate General in person to collect my documents, I would appreciate it that you have them sent to me by registered mail.

I am enclosing ..... "Coupon-réponse international" coupons (a minimum of 15 coupons for up to 100 gr mail) as well as one self-addressed "Special Delivery Envelope".

I hereby take full responsibility for any lost documents.

Yours truly,

.....  
Signature

Date: \_\_\_\_/\_\_\_\_/201...  
Day month

Full name: .....

Full address: .....  
.....

E-mail: .....

(\*We are not responsible for any changes)