### **AUTHORIZATION LETTER**

[Insert Date]

To Whom It May Concern:

I, **[Your Full Name]**, of legal age, and a resident of **[Your Complete Address]**, hereby authorize **[Authorized Representative’s Full Name]**, also of legal age, and residing at **[Representative’s Address]**, to file a request and claim the **certified true copy of my Birth Certificate** from the Philippine Statistics Authority (PSA) on my behalf.

I am unable to personally appear due to [state reason briefly, e.g., work schedule, travel, or health reasons].

Attached are the following documents for reference:

1. A copy of my valid government-issued ID
2. A copy of the valid government-issued ID of my authorized representative

Should you require any further confirmation, you may contact me at **[Your Contact Number]**.

Thank you for your assistance.

Sincerely,  
  
 **[Your Signature]** **[Your Printed Name]**