### **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 the Death Certificate requested 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]