

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Pag-IBIG Fund

[Pag-IBIG Office Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Authorization Letter for Pag-IBIG Loan

I, [Your Full Name], born on [Your Birthdate] and residing at [Your Address], hereby authorize [Authorized Person's Name], who is my [relationship to you, e.g., friend, relative], to act on my behalf regarding my Pag-IBIG loan application.

I am unable to be present due to [brief reason for unavailability, e.g., work commitments, health issues]. [Authorized Person's Name] is authorized to submit all necessary documents, sign forms, and represent me in obtaining information related to my loan application.

Enclosed are copies of my identification and [Authorized Person's Name]'s identification for verification purposes.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Pag-IBIG Number] (if applicable)

Enclosures:

1. [Your ID Copy]
2. [Authorized Person's ID Copy]