

****Authorization Letter Checklist for PSA Procedures****

1. **Sender Information**

- Full Name
- Address
- Contact Number
- Email Address

2. **Date of Letter**

- Date written

3. **Recipient Information**

- Full Name of Authorized Person
- Relation to Sender
- Address of Authorized Person

4. **Subject Line**

- "Authorization for [specific PSA procedure]"

5. **Body of the Letter**

- Statement of Authorization (granting permission)
- Details of the specific PSA procedure being authorized
- Duration of Authorization (if applicable)

6. **Identifiers**

- Sender's ID number or any relevant identification
- Authorized Person's ID/Identification Number

7. **Signature**

- Signature of Sender
- Printed Name of Sender

8. **Witness/Notary (if required)**

- Signature of Witness/Notary
- Printed Name of Witness/Notary
- Contact Information of Witness/Notary

9. **Attachments (if necessary)**

- Copy of ID of Sender
- Copy of ID of Authorized Person
- Any other relevant documents

10. **Follow-Up Information**

- Contact details for any questions
- Indication of any additional documents needed for PSA procedures.