

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Authorization Letter for PSA Marriage Certificate

Dear [Recipient's Name],

I, [Your Full Name], born on [Your Birthdate], residing at [Your Address], hereby authorize [Authorized Person's Full Name], born on [Authorized Person's Birthdate], residing at [Authorized Person's Address], to act on my behalf to obtain my marriage certificate from the Philippine Statistics Authority (PSA).

This authorization is valid for the processing of my marriage certificate necessary for [mention purpose, if any].

Enclosed with this letter are copies of my identification and any other required documents to facilitate this request.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]