

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Subject: Authorization Letter for PSA

Dear [Recipient Name],

I, [Your Name], with identification number [Your ID Number], authorize [Authorized Person's Name], holding identification number [Authorized Person's ID Number], to act on my behalf in obtaining my [specific document, e.g., birth certificate] from the Philippine Statistics Authority (PSA).

This authorization is valid from [start date] to [end date].

Please assist them in processing my request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]