

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to informally authorize [Authorized Person's Name] to inquire on my behalf regarding [specific PSA inquiry, e.g., birth certificate, marriage certificate, etc.].

Here are the details for your reference:

- My Name: [Your Full Name]
- My Date of Birth: [Your Date of Birth]
- My Address: [Your Address]

[Authorized Person's Name] can be reached at [Authorized Person's Phone Number] or [Authorized Person's Email].

Thank you for your assistance!

Best regards,

[Your Name]