

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

[Recipient Name]
[Recipient Title]
[Recipient Address]
[City, State, Zip Code]

Subject: Notarized Authorization Letter

Dear [Recipient Name],

I, [Your Full Name], born on [Your Birth Date], with a valid identification number [Your ID Number], hereby authorize [Authorized Person's Full Name] to act on my behalf in all matters regarding my request for the issuance of documents from the Philippine Statistics Authority (PSA).

Details of the Authorized Person:

- Full Name: [Authorized Person's Full Name]
- Relationship to Me: [Relationship]
- Contact Information: [Authorized Person's Phone Number/Email]

This authorization includes, but is not limited to, the processing and collection of [specify documents, e.g., birth certificate, marriage certificate, etc.].

I hereby acknowledge that this authorization is valid until [Expiration Date, if applicable] or until I revoke it in writing.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Notary Section]

Subscribed and sworn to before me this [Date] at [Location].

Notary Public: [Notary Name]

[Notary Seal]