

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

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

Subject: Authorization Letter for Verification Purposes

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding the verification of my records with the Philippine Statistics Authority (PSA). This authorization includes obtaining copies of my [specify documents needed, e.g., birth certificate, marriage certificate].

The purpose of this authorization is solely for verification purposes. I affirm that the information provided is true and accurate to the best of my knowledge.

Please grant [Authorized Person's Name] the necessary access to complete this process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your ID Number (if applicable)]