

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

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

Subject: Authorization Letter for the Release of Birth Certificate

Dear [Recipient's Name],

I, [Your Full Name], born on [Your Date of Birth], hereby authorize [Authorized Person's Name], whose identification number is [ID Number], to request and obtain my birth certificate from the Philippine Statistics Authority (PSA) on my behalf.

I confirm that [Authorized Person's Name] is my [relationship, e.g., brother, sister, friend], and I trust them to handle this matter for me. Enclosed are copies of my valid ID and [Authorized Person's Name]'s valid ID for your reference.

Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]

Enclosures:

1. Copy of [Your Name] ID
2. Copy of [Authorized Person's Name] ID