Date:

To: (Name of the Person/s or Authorized Person)

Address:

Dear:

I would like to authorizer Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to get the following document/s (state all the documents) in your office in my behalf because as of now (give your reason/s). Mr/Ms. is my (state your relationship with the one claiming). Together with MR/Ms is my Identification Card attesting this authorization. Thank you very much for your kind co-operation. Respectfully yours, Mr (your name and Signature)