***Legend: replace those inside [ ].***

[Date Written]

Dear Sir/Ma’am:

This is to certify that [proxy’s name], [state of relationship], will be registering on my behalf for the First Semester Registration SY 2017 – 2018 due to [reason why student needs proxy].

I am asking my proxy to go to manual registration on my behalf because [state student’s problem and all pertinent details regarding the problem including reasons].

This letter will be valid from [July 27 / August 3-5], 2017 only.

Thank you for your kind consideration.

[affix signature here]

[Student’s name]

[ID number]

[Year and Course]