

# AUTHORIZATION LETTER

*Date:* \_\_\_\_\_

**To:**

The Barangay Hall of Barangay Valdefuente  
Barangay Valddefuente, Cabanatuan City

**Subject:** Authorization to Claim Requested Document

Dear Sir/Madam,

I, \_\_\_\_\_, hereby authorize  
\_\_\_\_\_, of legal age, residing at  
\_\_\_\_\_, to claim my requested document  
from your office on my behalf.

The reason for my unavailability to personally claim the document is **due to** \_\_\_\_\_  
\_\_\_\_\_.

Attached are copies of our valid identification cards for verification:

1. My valid ID
2. Authorized person's valid ID

I affirm that all information provided is true and correct. I take full responsibility for the release of the document to the authorized person.

Thank you for your assistance.

**Sincerely,**

\_\_\_\_\_  
**Printed Name & Signature**

\_\_\_\_\_  
**Authorized Person's Printed Name & Signature**