**(First-party’s Name)**

(Address)

(City, Zip code)

(Date)

**Bureau of Internal Revenue**

(Address)

(City, Zip code)

To Whom It May Concern:

I, **(*insert your name)*,** hereby authorize my **(*relationship with bearer)*,** Mr./Mrs. **(*insert name of bearer)****,*  to process my BIR/taxpayer registration application (Form 1904) for my Tax Identification Number (TIN). I am unable to process this myself due to being an Overseas Filipino Worker.

The representative will show you my **(*name of your 2 valid IDs)*** as well as his/her ***(name valid ID of bearer****)* for verification purposes. Attached herewith also is the copies of my accomplished BIR Form 1904.

For any concerns and questions, you may contact me at **(*insert phone number).***

Sincerely,

**(*signature over printed name)***