**(First-party’s Name)**

(Address)

(City, Zip Code)

(Date)

**Department of Foreign Affairs**

(Address)

(City, Zip Code)

To Whom It May Concern:

I, *(****first-party’s name****)*, hereby authorize *(****insert name of representative****)*, to my claim my Philippine passport with an approved Visa (if applicable) on my behalf. I am unable to process this myself due to (***reason for absence****)*.

The bearer will present to you my **(*name of 2 valid IDs****)* as well as his/her (***ID of authorized representative****)* for proof of my consent regarding this matter. Furthermore, attached herewith is my original receipt, claim stub and old passport (if renewal)/Affidavit of Loss (if lost passport).

Thank you very much and looking forward to your consideration. For any concerns and questions, you may contact me at **(*insert phone number****).*

Sincerely,

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