(**First-party’s Name**)

(Address)

(City, Zip code)

(Date)

**Commission on Elections**

(Address)

(City, Zip code)

To Whom It May Concern:

I, (***first-party’s name****)*, do hereby authorize my (***relationship with bearer****)*, (***name of bearer****),*  to claim my Voter’s ID on my behalf on **(*insert date of transaction****)*. I am unable to claim this myself due to (***state reason for absence****)*.

Attached herewith are the copies of my (***name of 2 valid IDs****)* as well as the representative’s *(****name of bearer’s valid ID)*** for verification purposes.

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

Sincerely,

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