

Sample authorization letter

Date

The Principal

Domingo Yu Chu National High School
Maluanluan, Pola, Oriental Mindoro

Sir:

I, (name of the person giving authorization), in my complete knowledge authorize my (relationship to the person to be authorize), (name of the person to be authorized) to (action to be performed) in my absence.

I appreciate your assistance for the same. If any clarification is required please contact me on (mobile number and/or email).

Sincerely,

Signature over Printed name

Name:

Last school year attended:

Grade/Section:

Purpose:

Attached your valid ID

January 11, 2022

The Registrar

Domingo Yu Chu National High School
Maluanluan, Pola, Oriental Mindoro

Sir:

I, JUAN DELA CRUZ, in my complete knowledge authorize my cousin, PEDRO DEL MUNDO to get a copy of my diploma and certificate of good moral in my absence.

I appreciate your assistance for the same. If any clarification is required please contact me on 09191234567 or/and juandelacruz@gmail.com.

Sincerely,


JUAN DELA CRUZ

Name: **Juan Dela Cruz**

Last school year attended: **2011-2012**

Grade/Section: **10-Diamond**

Purpose: **Employment**