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[Insert Date]

**ENGR. ALDRIN LORRENZ A. CHAN, MSc**  
*Property Custodian*  
University of Santo Tomas

Dear **ENGR. CHAN**:

I am **[INSERT FULL NAME OF VEHICLE OWNER]**, owner of **[INSERT VEHICLE MAKE AND SERIES]** with plate number **[INSERT PLATE NUMBER]**.

I hereby give authorization and consent for **[INSERT FULL NAME OF UST CAR STICKER REGISTRANT]**, my **[INSERT RELATIONSHIP]**, to use my vehicle.

I am attesting my signature to confirm my authorization, together with a copy of my valid ID, with this letter.

Thank you.

Sincerely,

[Insert Signature]  
**[INSERT FULL NAME OF VEHICLE OWNER]**

[Insert image of VALID ID OF VEHICLE OWNER]