**(First-party’s name)**

(Address)

(City, Zip code)

(Date)

**Land Transportation Office**

(Address of Office)

(City, Zip code)

To Whom It May Concern:

I**, (*insert first-party’s name)*,** hereby authorize my **(*relationship with bearer)*,** Mr./Mrs. **(*name of bearer****)*, to process my driver’s license renewal with the License No. (***insert license number)*** and claim it on my behalf on ***(specify the date of the process)*.** I am unable to accomplish this in person due to being out of the country for work purposes.

The representative will show you a copy of my old driver’s license and (***name of valid ID)*** as proof of my consent regarding the matter. The bearer will also show his/her ***(name valid ID of bearer)***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)***