(**First-party’s Name**)

(Address)

(City, Zip code)

(Date)

**Professional Regulation Commission**

(Address)

(City, Zip code)

To Whom It May Concern:

I, ***(first-party’s name)*,** hereby authorize my **(*relationship with bearer****)*, (***name of bearer****)*, to claim my renewed PRC license with the Registration No. (***insert 7-digit license number****)*  on my behalf. I am unable to accomplish this myself due to **(*state reason for absence****)*.

The representative will show to you a copy of my (***name of valid ID****)* as well as his/her *(****name valid ID of bearer****)* for verification purposes.

For any concerns and questions, you may contact me at **(*insert phone number****).*

Sincerely,

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