**(First-party’s Name)**

(Address)

(City, Zip Code)

(Date)

**(Recipient Name)**

(Address)

(City, Zip Code)

To Whom It May Concern:

I, *(****first-party’s name****)*, authorize my *(****insert relationship with representative****)*, *(****insert name of representative****)*, to apply for a *(****state the country****)* Visa on my behalf. I am unable to process this myself due to (***reason for absence****)*.

The bearer will present to you my **(*name of 2 valid IDs****)* as well as his/her (***name of the bearer’s ID****)* for proof of my consent regarding this matter.

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

Sincerely,

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