<Date>

The Registrar

STI College <branch>

<Address>

Sir/Ma’am:

**RE: AUTHORIZATION**

I, <name of STI student/graduate>, is a <program name> student/graduate from this school. Currently, <reason of not being able to process the application> and <purpose for the document/s being requested>.

With this, I hereby authorize my <relationship of the representative to the owner of the record> <name of the representative>, whose signature appears below to request, process and secure on my behalf, the documents needed for the Certification, Authentication and Verification for Red Ribbon Purposes.

He/She hereby presents his/her <type of representative’s valid ID> and my <type of student /graduate’s valid ID> for identification purposes.

If you have any questions, you may contact me at \_\_\_\_\_\_\_\_\_\_ (contact number)/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (e-mail address).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and signature of Requestor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and signature of Representative

**◦ Sample Authorization Letter ◦**

March 01, 2018

REGISTRAR

STI College Ortigas Cainta

Ortigas Ave. Extension, Cainta, Rizal

Sir/Ma’am:

**RE: AUTHORIZATION**

I, Juan dela Cruz, is a BSHRM <student /graduate> from this school. Currently, I am employed at ABC Company in Singapore. I plan to continue my studies here in Singapore this coming school year.

With this, I hereby authorize my sister Juana dela Cruz, whose signature appears below to request, process and secure on my behalf, the documents needed for the Certification, Authentication and Verification for Red Ribbon Purposes.

He/She hereby presents his/her company ID #xxx and my SSS ID for identification purposes.

If you have any questions, you may contact me at 09208998022 / juan\_delacruz@yahoo.com.

Sincerely,

Juan dela Cruz

Signature above Printed Name of Requestor

Juana dela Cruz

Signature above Printed Name of Representative