

Date:
To:
Subject:

Dear _____,

I, _____, hereby authorize _____, to claim my vehicle's REGULAR LTO PLATE NUMBER _____ on my behalf.

I am currently not able to visit in your good office due to _____ will bring my 2 original and photocopy of valid ids as a proof of my authenticity of this letter including the papers and other documents that needed to claim the LTO plate number.

If you have any concerns regarding my identity and documents verification, you can reach me on _____.

Thank you.

Truly yours,

