

# AUTHORIZATION LETTER FOR SSS

Aside from this letter kindly ask the person who will check your SSS contribution to bring an ID for identification. Here is a sample/format of authorization:

Name of the recipient

Name of the office

Address

Date

## AUTHORIZATION LETTER

Dear \_\_\_\_\_:

I am \_\_\_\_\_ [your name] a SSS member, do hereby sending you this letter as notification that I am authorizing my mother named \_\_\_\_\_ [name of the bearer] to check my SSS contribution. My account name is \_\_\_\_\_ [your name is SSS] with SSS number \_\_\_\_\_ [SSS number].

I am also allowing my mother to sign any paper that is related with this transaction.

Thank you very much.

Respectfully yours,

[signature]

[typed name].