

Date

Address of Recipient

xxxxxxxxxx

xxxxxxxxxx

xxxxxxxxxx

Dear Sir/Madam:

I would like to authorize _____ for claiming my SSS cheque with the amount of _____. It is impossible for me to get my cheque since (state reason for not being able to get cheque).

_____ brings her two (2) identification cards for your verification and reference. I hope for your kind consideration regarding this matter.

Thank you.

Sincerely yours,

(Your Signature)