**(First-party’s Name)**

(Address)

(City, Zip Code)

(Date)

**(Name of the School)**

(Address)

(City, Zip Code)

To Whom It May Concern:

I**, *(state first-party’s name)*,** hereby grant the bearer of this letter, ***(state name of bearer)****,* permission to register on my behalf for the incoming **(*indicate academic year and semester)*** at **(*insert name of school)*** **on (*insert date of enrollment)***. I am unable to accomplish this in person due to **(*state reason for absence)*.**

Attached herewith is my **(*name of 1 valid ID)***and the **(*name of representative’s valid ID)***of the representative for further verification purposes.

Thank you very much and looking forward to your kind consideration.

Sincerely,

**(*Signature over printed name)***