

[Your Full Name]
SS No. [Your SSS Number]
[Address Line 1]
[Address Line 2]
[Postcode/Zip code]
[Country]

Subject: Authorization Letter for Access to SSS Contribution and Account Record

Dear SSS,

I, [Your Full Name], with residence at [Your Full Address, Postcode, Country] and who is presently and Overseas Filipino Worker based in [Country of Work], hereby authorize [Authorized Persons Full Name], of legal age, and with residence at, [Authorized Persons Full Address, Town, Province] to access my Social Security System (SSS) contribution and account record on my behalf.

[Authorized Persons Full Name] will be able to inquire about my contribution details, request copies of my account statements, and perform any other necessary actions related to my SSS account.

I understand that by granting this authorization, [Authorized Persons Full Name] will have the right to access and retrieve sensitive information about my SSS contributions and account record.

I trust that [Authorized Persons Full Name] will handle my personal information with utmost confidentiality and will not disclose it to any third party without my explicit consent.

I have attached a copy of my valid ID as proof of my identity and authorization. [Authorized Persons Full Name] will present this ID along with a copy of this letter to confirm their authority to access my SSS information.

I appreciate your cooperation and understanding in assisting [Authorized Persons Full Name] with the necessary procedures. If there are any further questions or requirements, please do not hesitate to contact me at [Your contact number inc. Country Code].

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]
Member
SS No. [Your SSS Number]