

Date: \_\_\_\_\_

The Philippine Long Distance Telephone Company (PLDT)

[customercare@pldt.com](mailto:customercare@pldt.com)

# AUTHORIZATION LETTER

To whom it may concern,

I am \_\_\_\_\_ a subscriber of your company, I wrote this letter to request to authorize my \_\_\_\_\_, \_\_\_\_\_ to disconnect my account in your company, My account is \_\_\_\_\_ and telephone number of \_\_\_\_\_.

I hereby allow Mr./Ms. \_\_\_\_\_ to sign any documents regarding this request on behalf I have no objection to this authorization.

Rest assured that I take full responsibility for this authorization. Attested to this letter are my ID's for identification purpose. I hope for your kind consideration.

Sincerely yours

\_\_\_\_\_  
\_\_\_\_\_