

# 代辦委託書 Letter of Authorization

本人(姓名)\_\_\_\_\_因故無法親自前來辦理\_\_\_\_\_，

茲委託\_\_\_\_\_君持本委託書及繳納所需之預繳款項，若後續無法至貴校就學，亦同意先退回預繳款項至受委託人帳戶，如有虛偽不實及任何紛爭，本人願負相關法律責任。

I (name)\_\_\_\_\_cannot come in person due to the following reason,

\_\_\_\_\_, hereby authorize\_\_\_\_\_who hold this letter of authorization to pay the required prepayment. If I am unable to attend the course at your school in the future, I also agree to return the prepayment to the client's account first. If there is any false information or any disputes, I am willing to bear relevant legal responsibilities.

**此致 國立彰化師範大學 National Changhua University of Education**

委託人 Principal

姓名 Name: \_\_\_\_\_ (簽名或蓋章) (Signature)

身分證字號(護照號碼) Identification Number(Passport Number): \_\_\_\_\_

戶籍(通訊)地址 Permanent(Billing)Address: \_\_\_\_\_

電話 Telephone Number : \_\_\_\_\_

手機 Cellphone Number: \_\_\_\_\_

受委託人 (受委託人請攜帶身分證、印章)

Proxy (Please bring Identification Card and stamp)

姓名 Name: \_\_\_\_\_ (簽名或蓋章) (Signature)

身分證字號 Identification Number(Passport Number): \_\_\_\_\_

戶籍(通訊)地址 Permanent(Billing)Address: \_\_\_\_\_

電話 Telephone Number : \_\_\_\_\_

手機 Cellphone Number: \_\_\_\_\_

與委託人關係 Relationship to the Principal: \_\_\_\_\_

中 華 民 國 年 月 日