**AUTHORIZATION LETTER TEMPLATE**

[Senders Name]  
[Address line 1]  
[Address line 2]  
[State, ZIP code]

[Recipient Name]  
[Address line 1]  
[Address line 2]  
[State, ZIP code]

[Date]

This letter is intended for [Name] to collect my passport on my behalf from [location].

Details of my passport are as follows:

[Name in Passport]  
[Passport Number]

Photo ID of the authorized person is attached and the signatures are attested hereunder:

Authorized by: [Name]  
[Signature] [Phone No.]

Authorized Person: [Name]  
[Signature] [Phone No.]

**Note:** (Here give any relevant note, which is in accordance with the authorization letter)

Yours sincerely,  
[Your name]  
[Signature]