**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]

I, \_\_\_\_\_\_\_\_\_ authorize \_\_\_\_\_\_\_\_\_\_\_ to pick up my passport from \_\_\_\_\_\_\_\_\_\_ location. The details for the passports are as follows:

Name: \_\_\_\_\_\_\_\_\_\_\_\_ Passport Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:**

Provide the relevant notes and the section of signature for giving and providing the authority to collect the important documents.

Yours sincerely,  
[Your name]  
[Signature]