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| |  | | --- | |  | | **Authority Letter**  Collect Passport | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | |  |   **Subject:** Authorization Letter to Collect my Passport on my Behalf  Dear Mr. Clark,  I am writing to formally authorize Ms. Emily Carter to collect my passport on my behalf. I am unable to personally visit the passport agency due to an unexpected work assignment, and I trust Ms. Carter to complete this task on my behalf.  I understand that my passport is a sensitive document, and Ms. Carter will be required to present proper identification and follow all necessary procedures to ensure the safe and legal collection of my passport. Please find below the details of the authorized individual:   * Authorized Person's Full Name: Ms. Emily Carter * Authorized Person's Date of Birth: February 18, 19XX * Authorized Person's Address: 456 Oak Avenue, Los Angeles, CA 90003 * Authorized Person's Contact Number: (555) 555-5678   Furthermore, I am enclosing the following documents as proof of my identity and authorization:   * Copy of My Driver's License * Copy of My Passport Application Receipt   I request you to kindly process the passport release to Ms. Emily Carter as soon as possible. I understand that I am solely responsible for any actions or consequences arising from this authorization.  I appreciate your understanding and cooperation in this matter. If there are any additional forms or procedures that Ms. Carter needs to complete, please provide the necessary guidance to ensure a smooth process.  Please feel free to contact me at (555) 555-1234 or alexis@email.com if there are any questions or concerns regarding this authorization.  Thank you for your prompt attention to this matter.  Sincerely,  Alexis Rodriguez  Passport Number: AB123456  **Enclosures:**   * Copy of Driver's License * Passport Application Receipt |