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| **AUTHORITY LETTER** | [Email] |
| Collect my Passport | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect my Passport on my Behalf

Dear [Recipient's Name],

I am writing to formally authorize [Authorized Person's Full Name] to collect my passport on my behalf. I am unable to personally visit the passport office due to [state the reason, e.g., work commitments/travel obligations/health reasons], and I trust [Authorized Person's Full Name] to complete this task on my behalf.

I understand that my passport is a sensitive document and that [Authorized Person's Full Name] 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: [Authorized Person's Full Name]

Authorized Person's Date of Birth: [Authorized Person's Date of Birth]

Authorized Person's Address: [Authorized Person's Address]

Authorized Person's Contact Number: [Authorized Person's Contact Number]

**Furthermore, I am enclosing the following documents as proof of my identity and authorization:**

1. Copy of My Identification Document (Driver's License/ID Card)

2. Copy of My Passport Application Receipt

I request you to kindly process the passport release to [Authorized Person's Full Name] 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 [Authorized Person's Full Name] needs to complete, please provide the necessary guidance to ensure a smooth process.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if there are any questions or concerns regarding this authorization.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature if the letter is printed]

[Your Full Name] (printed)