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| **Authority Letter**Collect Passport |

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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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Dear Ms. Johnson,**RE**: Authorization Letter to Collect PassportI hope this letter finds you in good health. I am writing to formally authorize Mr. Michael Brown to collect my passport on my behalf. Unfortunately, an unexpected business trip has arisen, and I am unable to be present in person to retrieve my passport. Therefore, I am entrusting Mr. Brown with the responsibility of collecting the passport on my behalf.**Below are the details of the authorized person:*** Authorized Person's Name: Mr. Michael Brown
* Relationship to Me: Friend and Authorized Representative
* ID Type and Number of Authorized Person: Driver's License - DL543210
* Contact Number of Authorized Person: (555) 987-6543
* Email Address of Authorized Person: michael.brown@email.com

I kindly request your cooperation and assistance in facilitating the passport collection process for Mr. Michael Brown. I have full confidence in his ability to handle this matter diligently and responsibly.To ensure a smooth process, I am attaching a copy of my identification documents, including my passport and driver's license, along with this authorization letter.Please feel free to contact me at (555) 123-4567 or john.smith@email.com if you require any further information or verification. I appreciate your understanding and cooperation in this matter.Thank you for your prompt attention to this request.Sincerely,John SmithAttachments:* Copy of my Passport
* Copy of my Driver's License
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