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| **Authority Letter** | [Email] |
| Collect Passport | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

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

Dear Sarah Johnson,

I hope this letter finds you well. I am writing to inform you that I am currently undergoing medical treatment and am unable to personally collect my passport from the Central Passport Office located at 789 Oak Avenue, Springfield, IL 12345. Due to my circumstances, I hereby authorize my close friend, Sarah Johnson, to collect my passport on my behalf.

**The following details are provided for your reference:**

* My Name: John Smith
* My Passport Number: AB567891
* Date of Birth: January 25, 19XX
* Date of Passport Application: July 15, 20XX
* Tracking Number: 9876543210

I declare that I have granted Sarah Johnson full permission to collect my passport and undertake any necessary actions related to this matter. Sarah Johnson will present her driver's license as identification and this authorization letter to validate her identity.

I kindly request your cooperation in assisting Sarah Johnson during this process. Please ensure that all required documents are handed over to her, and I trust that she will complete the necessary formalities diligently.

If there are any further documents or forms required, please do not hesitate to contact me via phone at (555) 123-4567 or via email at john.smith@email.com.

I appreciate your understanding and assistance in this matter. Your support during my medical treatment is greatly appreciated.

Thank you for your prompt attention to this matter.

Sincerely,

John Smith

**Enclosures:**

* Copy of my driver's license
* Copy of Sarah Johnson's driver's license