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| |  | | --- | |  | | **Authority Letter**  Collect Passport on My Behalf | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization Letter to Collect Passport on My Behalf  Dear Ms. Johnson,  I hope this letter finds you in good health. I am writing to inform you that due to my deployment on military duty, I am unable to collect my passport in person from the Liberty City Passport Office. Therefore, I hereby authorize Ms. Emily Thompson to collect my passport on my behalf.  I understand the importance of the passport and the necessity for its safekeeping. I trust Ms. Thompson completely to handle this matter responsibly and to ensure the secure collection of my passport. Ms. Thompson will present this authorization letter, along with her valid driver's license, to the passport office as proof of her authority to collect the passport on my behalf.  **The necessary identification and documents of Ms. Emily Thompson are as follows:**   * Full Name: Emily Thompson * Date of Birth: January 15, 1985 * Contact Number: (555) 123-4567 * Identification Type: Driver's License * Identification Number: DL98765432   I kindly request your cooperation and support in facilitating the smooth collection of my passport by Ms. Emily Thompson. Your assistance in this matter is highly appreciated.  I am grateful for your understanding of the circumstances and your willingness to assist me during my deployment. Please feel free to contact me at (555) 987-6543 or john.smith@email.com if you require any further information or clarification regarding this authorization.  Thank you for your attention to this matter. I look forward to your positive response.  Sincerely,  John Smith | |