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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. Williams,  I hope this letter finds you well. I am writing to formally authorize Mr. Robert Harris to collect my passport on my behalf. Due to my physical disability, I am unable to visit the passport office in person for passport collection.  I, Lisa Anderson, a citizen of the United States, and the holder of passport number US567890, hereby request and authorize Mr. Robert Harris to collect my passport from your office. The purpose of this collection is to facilitate my upcoming travel plans, and I have full confidence that Mr. Harris will manage this responsibility with utmost care.  **Please find the details of the authorized person below:**   * Full Name: Mr. Robert Harris * Relationship to Me: Cousin * Identification Type: Driver's License * Identification Number: DL12345678   By means of this letter, I grant Mr. Robert Harris complete authority to sign any necessary documents, provide identification, and perform all actions required for the collection of my passport. I acknowledge my responsibility for any outcomes resulting from Mr. Harris's collection of my passport. I have enclosed a copy of Mr. Harris's identification documents to facilitate the verification process.  I kindly request your assistance in processing the passport release to Mr. Robert Harris in a timely manner to ensure the smooth completion of this transaction. Your understanding and cooperation are highly appreciated.  Should you require any additional information or documents, please feel free to contact me at (555) 123-4567 or lisa.anderson@email.com.  Thank you for your attention to this matter.  Sincerely,  Lisa Anderson  **Passport number:** US567890  **Enclosures:** Copy of Mr. Robert Harris's Driver's License | |