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| |  | | --- | | **Authority Letter**  Collect Passport |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Collect Passport  Dear Ms. Williams,  I hope this letter finds you in good health. I am writing to formally authorize Mr. Michael Johnson to collect my passport on my behalf from the Passport Office. Due to my current work commitments and the inability to personally collect the passport, I am entrusting Mr. Johnson to handle this matter on my behalf.  I understand that the passport collection process requires certain documents and formalities. I assure you that Mr. Johnson will carry all necessary identification documents, a copy of this authorization letter, as well as any other documents that may be required to complete the process successfully.  **Please find the details of the authorized person below:**   * Name: Michael Johnson * Relationship to Me: Neighbor and Family Friend * Identification Document: Driver's License - DL456789 * Contact Number of Authorized Person: (987) 654-3210   I kindly request that you provide Mr. Johnson with my passport and any associated documents. I trust that this process will be smooth, and that Mr. Johnson will be assisted promptly.  I understand the importance of safeguarding sensitive documents such as passports, and I assure you that Mr. Johnson will act responsibly and in accordance with the procedures set by your office.  I appreciate your understanding and cooperation in this matter. If there are any additional documents or formalities required, please do not hesitate to contact me via email at john.smith@email.com or by phone at (123) 456-7890.  Thank you for your assistance and attention to this matter.  Sincerely,  John Smith  **Enclosures:**   * Copy of Michael Johnson's Driver's License * Copy of my Passport * Copy of this Authorization Letter | |