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| **Authority Letter** | [Email] |
| Collect Passport on My Behalf | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally authorize [Authorized Person's Name] to collect my passport on my behalf. I regret to inform you that due to an unexpected business trip, I am unable to be present in person to retrieve my passport. Therefore, I am entrusting [Authorized Person's Name] with the responsibility of collecting the passport on my behalf.

**Below are the details of the authorized person:**

* Authorized Person's Name: [Authorized Person's Name]
* Relationship to Me: [Authorized Person's Relationship to You]
* ID Type and Number of Authorized Person: [Authorized Person's ID Type and Number]
* Contact Number of Authorized Person: [Authorized Person's Phone Number]
* Email Address of Authorized Person: [Authorized Person's Email Address]

I kindly request your cooperation and assistance in facilitating the passport collection process for [Authorized Person's Name]. I have full confidence in [Authorized Person's Name]'s ability to handle this matter diligently and responsibly.

To ensure a smooth process, I am attaching a copy of my identification documents (passport copy, driver's license, or any other relevant ID) along with this authorization letter.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] 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,

[Your Full Name]

[Your Signature if sending a physical copy]

**Attachments:**

* Copy of [Your Identification Document 1]
* Copy of [Your Identification Document 2] (if applicable)