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| |  | | --- | | **Authority Letter**  Collect Passport |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   Dear Ms. Johnson,  **RE**: Authorization Letter to Collect Passport  I hope this letter finds you in good health. I am writing to formally authorize Mr. Michael Brown to collect my passport on my behalf. Unfortunately, an unexpected business trip has arisen, and I am unable to be present in person to retrieve my passport. Therefore, I am entrusting Mr. Brown with the responsibility of collecting the passport on my behalf.  **Below are the details of the authorized person:**   * Authorized Person's Name: Mr. Michael Brown * Relationship to Me: Friend and Authorized Representative * ID Type and Number of Authorized Person: Driver's License - DL543210 * Contact Number of Authorized Person: (555) 987-6543 * Email Address of Authorized Person: michael.brown@email.com   I kindly request your cooperation and assistance in facilitating the passport collection process for Mr. Michael Brown. I have full confidence in his ability to handle this matter diligently and responsibly.  To ensure a smooth process, I am attaching a copy of my identification documents, including my passport and driver's license, along with this authorization letter.  Please feel free to contact me at (555) 123-4567 or john.smith@email.com 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,  John Smith  Attachments:   * Copy of my Passport * Copy of my Driver's License |