|  |  |
| --- | --- |
| **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 Mr. Smith,

I hope this letter finds you in good health. I am writing to inform you about an urgent matter concerning the collection of my passport. Unfortunately, due to unforeseen circumstances, I am unable to personally visit your office to collect my passport as scheduled. In light of this situation, I hereby authorize my brother, Daniel Williams, to collect my passport on my behalf.

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

* Name: Daniel Williams
* Relationship to Me: Brother
* Identification: Driver's License - DL987654
* Contact Number: (555) 987-6543

I trust Daniel Williams completely and am confident in his ability to handle this matter responsibly. I kindly request that you provide him with my passport and any necessary documentation. Daniel Williams will provide any identification or information necessary to verify his identity.

I understand that this authorization is valid for a single instance only and is limited to the collection of my passport. I acknowledge that I will be held responsible for any actions or decisions made by Daniel Williams in relation to the collection of my passport.

I sincerely apologize for any inconvenience this situation may cause and appreciate your understanding and cooperation in this matter. I would also like to request that you provide any guidance to Daniel Williams regarding the collection process if needed.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me at (555) 123-4567 or sarah@email.com.

I look forward to the successful collection of my passport through the assistance of Daniel Williams. I am grateful for your understanding and assistance during this time.

Yours sincerely,

Sarah Williams