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

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

Dear [Recipient's Name],

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. Considering this situation, I hereby authorize [Authorized Person's Name] to collect my passport on my behalf.

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

* Name: [Authorized Person's Name]
* Relationship to Me: [Friend, Family Member, etc.]
* Identification: [Authorized Person's ID Type and Number]
* Contact Number: [Authorized Person's Phone Number]

I trust [Authorized Person's Name] completely and am confident in their ability to handle this matter responsibly. I kindly request that you provide them with my passport and any necessary documentation. [Authorized Person's Name] will provide any identification or information necessary to verify their 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 [Authorized Person's Name] 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 [Authorized Person's Name] 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 [Your Phone Number] or [Your Email Address].

I look forward to the successful collection of my passport through the assistance of [Authorized Person's Name]. I am grateful for your understanding and assistance during this time.

Yours sincerely,

[Your Full Name]

[Your Signature if sending a physical copy]