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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 in good health. I am writing to inform you that due to my deployment on military duty, I am unable to collect my passport in person from [Passport Issuing Authority]. Therefore, I hereby authorize [Authorized Person's Name] to collect my passport on my behalf.

I understand the importance of the passport and the necessity for its safekeeping. I trust [Authorized Person's Name] completely to handle this matter responsibly and to ensure the secure collection of my passport. [Authorized Person's Name] will present this authorization letter, along with their valid identification, to the passport office as proof of their authority to collect the passport on my behalf.

**The necessary identification and documents of [Authorized Person's Name] are as follows:**

* 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 support in facilitating the smooth collection of my passport by [Authorized Person's Name]. Your assistance in this matter is highly appreciated.

I am grateful for your understanding of the circumstances and your willingness to assist me during my deployment. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or clarification regarding this authorization.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Full Name]

[Your Signature - if sending a physical copy]

[Your Contact Number]

[Your Email Address]