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

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Collect Passport on Behalf of [Your Name]

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to formally authorize [Authorized Person's Name] to collect my passport on my behalf. Due to my physical disability, I am unable to visit the passport office in person to collect my passport.

I, [Your Name], a citizen of [Your Country] and the holder of passport number [Your Passport Number], request and authorize [Authorized Person's Name] to collect my passport from your office. The purpose of collecting the passport is to facilitate my travel plans, and I trust that [Authorized Person's Name] will handle this matter responsibly.

**Please find below 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 have attached a copy of my passport and a copy of [Authorized Person's Name]'s identification documents for verification purposes.

I hereby declare that I am granting full authority to [Authorized Person's Name] to sign any necessary documents, provide identification, and undertake any other actions necessary for the collection of my passport. I understand that I will be held responsible for any actions or consequences arising from the collection of my passport by [Authorized Person's Name].

I kindly request you to process the passport release to [Authorized Person's Name] promptly to ensure a smooth process. I appreciate your understanding and cooperation in this matter.

If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature - if sending a physical copy]

[Your Contact Number]

[Your Email Address]