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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 formally authorize [Authorized Person's Name] to collect my passport on my behalf from the [Passport Office/Agency Name]. Due to my current work commitments and the inability to personally collect the passport, I am entrusting [Authorized Person's Name] to handle this matter on my behalf.

I understand that the passport collection process requires certain documents and formalities. I assure you that [Authorized Person's Name] will carry all necessary identification documents, a copy of this authorization letter, as well as any other documents that may be required to complete the process successfully.

**Please find the details of the authorized person below:**

* Name: [Authorized Person's Name]
* Relationship to Me: [Authorized Person's Relationship to You]
* Identification Document: [Authorized Person's ID/Passport Number]
* Contact Number of Authorized Person: [Authorized Person's Phone Number]

I kindly request that you provide [Authorized Person's Name] with my passport and any associated documents. I trust that this process will be smooth and that [Authorized Person's Name] will be assisted promptly.

I understand the importance of safeguarding sensitive documents such as passports, and I assure you that [Authorized Person's Name] will act responsibly and in accordance with the procedures set by your office.

I appreciate your understanding and cooperation in this matter. If there are any additional documents or formalities required, please do not hesitate to contact me via email at [Your Email Address] or by phone at [Your Phone Number].

Thank you for your assistance and attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature if sending a physical copy]

[Enclosures: Copy of Authorized Person's ID/Passport, Copy of Your ID/Passport (if required), Copy of this Authorization Letter]