
Authorization Letter For Passport Collection

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Embassy or Consulate Name]

[Passport Collection Office Address]

[City, State, Zip Code]


Subject: Authorization for Passport Collection

Dear Sir/Madam,

I, **[Your Name]**, hereby authorize **[Authorized Person's Name]**, to collect my passport on my behalf from your esteemed office. My passport details are as follows:

- Passport Number: **[Your Passport Number]**
- Date of Issue: **[Issue Date]**
- Date of Expiry: **[Expiry Date]**

Due to [reason for your inability to collect the passport personally, e.g., travel commitments, health reasons], I am unable to collect my passport in person. Therefore, I have granted **[Authorized Person's Name]** the authority to collect it on my behalf.



[Authorized Person's Name] will present their identification ([type of identification, e.g., driver's license, passport]) with the number **[ID number]** for verification purposes. Please find attached a photocopy of my identification (ID type: [Your ID Type], ID number: **[Your ID Number]**) and [Authorized Person's Name]'s identification for your records.

I request that the passport be handed over to [Authorized Person's Name] upon presentation of this letter and the necessary identification documents. I trust that all personal information will be handled with confidentiality and care.

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

Thank you for your assistance and understanding in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]