

Passport Authorization Letter For DFA

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Department of Foreign Affairs

[Office Address]

[City, State, ZIP Code]

Subject: Authorization Letter for Passport Transactions

Dear Sir/Madam,

I, [Your Full Name], holder of Philippine Passport Number [Your Passport Number], issued on [Date of Issue] at [Place of Issue], hereby authorize [Authorized Person's Full Name], bearer of Philippine Identification Number [Authorized Person's ID Number], to act on my behalf in all matters related to my passport application.

I have included the necessary signed forms and additional documents required for the [specific transaction, e.g., renewal, application, or collection] of my passport.

[Authorized Person's Full Name] is authorized to submit my application, pay fees, and perform all acts necessary for the processing and/or collection of my passport.

Please find enclosed photocopies of my valid passport and [Authorized Person's Full Name]'s valid ID (details above) for identification and verification purposes. This authorization will remain in effect until [End Date] unless otherwise revoked or extended by written notice from me.

For any further inquiries or confirmations, you may contact me directly at [Your Contact Number] or [Your Email Address].

Thank you for facilitating this process.

Sincerely,

[Your Signature]

[Your Printed Name]