
Passport Authorization Letter to Renew

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Passport Office

[Passport Office Address]

[City, State, ZIP Code]

Subject: Authorization Letter for Passport Renewal for [Your Full Name]

Dear Sir/Madam,

I, [Your Full Name], holder of Passport Number [Your Passport Number], issued on [Date of Issue] at [Place of Issue], hereby authorize [Authorized Person's Full Name] to act on my behalf in all matters relating to the renewal of my passport.

I grant [Authorized Person's Full Name] the authority to submit my passport renewal application, pay the necessary fees, and receive the new passport on my behalf. Please find enclosed a signed copy of my expired passport, necessary forms filled out, and other required documentation as per your guidelines.

This authorization will remain effective until the completion of the renewal process, unless revoked earlier in writing.

Please contact me directly at [Your Contact Number] or [Your Email Address] should you require further information or clarification.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]