

Authorisation Letter To Collect Passport

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Passport Office/Branch Address]

[City, State, ZIP Code]

Subject: Authorization Letter to Collect Passport

Dear [Recipient's Name],

I am writing to authorize [Authorized Person's Name] to collect my passport on my behalf from the [Passport Office/Branch Name]. I am unable to personally collect it due to [mention the reason, if necessary, e.g., work commitments, travel, health reasons].

I have attached a copy of my identification document (driver's license, national ID, or any other valid identification) for verification purposes. [Authorized Person's Name] will also present their own identification document for verification.

Please find the details of the authorized person below:

Authorized Person's Name: [Authorized Person's Name]

Date of Birth: [Authorized Person's Date of Birth]

Identification Document Type: [Authorized Person's ID Type (e.g., Driver's License)]

Identification Document Number: [Authorized Person's ID Number]

Contact Number of Authorized Person: [Authorized Person's Phone Number]

I kindly request that my passport be handed over to [Authorized Person's Name] upon presentation of the necessary identification documents. [Authorized Person's Name] is fully authorized to sign

any necessary documents and receive my passport on my behalf.

I appreciate your understanding and assistance in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further clarification.

Thank you for your prompt attention to this request.

Sincerely,

[Your Full Name]

[Your Signature if sending a physical copy]

Enclosures:

- Copy of My Identification Document
- Copy of Authorized Person's Identification Document

Note: Make sure to replace the bracketed placeholders with the actual information. You may also need to adapt the letter according to the specific requirements of your local passport office or branch. It's advisable to check with them beforehand.