

Formal Passport Collection Letter

Subject: Authorization to Collect Passport

Dear Sir/Madam,

I, [Your Name], hereby authorize [Authorized Person Name] to collect my passport on my behalf from [Passport Office / Embassy Name]. The passport details are as follows:

Passport Number: [Passport Number]

Date of Birth: [Your Date of Birth]

Please provide the necessary assistance to [Authorized Person Name] in collecting my passport.

Enclosed is a copy of my ID and [Authorized Person Name]'s ID for verification.

Thank you for your kind cooperation.

Sincerely,

[Your Name]

[Contact Information]

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