

Provisional Passport Collection Letter

Subject: Temporary Authorization to Collect Passport

Dear Sir/Madam,

This is to inform you that I, [Your Name], temporarily authorize [Authorized Person Name] to collect my passport from [Passport Office / Embassy] while I am unable to be present due to [Reason].

This authorization is valid only for the date of collection: [Collection Date]. Enclosed are copies of our IDs for verification purposes.

Kindly facilitate the collection accordingly.

Regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/authorisation-letter-to-collect-passport>