

Heartfelt Passport Collection Letter

Subject: Request for Assistance in Passport Collection

Dear [Passport Office / Embassy Staff],

I hope this message finds you well. I am writing to authorize my friend, [Authorized Person Name], to collect my passport on my behalf as I am currently unable to visit in person due to [Reason].

Your help in allowing [Authorized Person Name] to receive my passport will be deeply appreciated. I have attached necessary ID proofs for verification.

Thank you for your support and understanding.

Warm regards,

[Your Name]

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