

## Sample Authorization Letter To Process Documents

Dear [Name of Authorized Person],

I am writing to authorize [Name of Authorized Person] to process and sign all documents related to [Specify the documents, e.g. my visa application, my passport renewal, etc.] on my behalf.

Due to unavoidable circumstances, I am unable to personally attend to these matters, and I trust that [Name of Authorized Person] will act in good faith and with diligence in processing the said documents.

Please find enclosed a copy of my identification documents for your reference and verification.

I understand that by authorizing [Name of Authorized Person], I am giving him/her full authority to act on my behalf and that I will be bound by any decisions made by him/her.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]