[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Embassy/Consulate/Passport Office Name]

[Address]

[City, State, ZIP Code]

Subject: Letter of Authorization to Pick Up Passport

Dear Sir/Madam,

I, [Your Name], hereby authorize [Authorized Person's Name] to pick up my passport on my behalf from [Embassy/Consulate/Passport Office Name]. I am unable to collect the passport personally due to [provide a brief reason for not being able to collect the passport].

The details of the authorized person are as follows:

Name: [Authorized Person's Name]

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

Passport Number: [Authorized Person's Passport Number]

Nationality: [Authorized Person's Nationality]

Relationship to Me: [Authorized Person's Relationship to You]

I request that [Authorized Person's Name] be allowed to collect my passport and any associated documents, including but not limited to visa applications or supporting documents, on my behalf. I understand that [Authorized Person's Name] will need to present their original identification documents, such as a valid government-issued photo ID, and provide a copy of this letter of authorization to facilitate the collection process.

I hereby declare that I hold [Your Nationality] citizenship and that the information provided in this letter is accurate and true to the best of my knowledge. I also accept full responsibility for any consequences arising from the collection of my passport by the authorized person mentioned above.

Please find attached a copy of my identification document and other relevant documents for your reference.

I appreciate your understanding and cooperation in this matter. Should you require any further information or documentation, please do not hesitate to contact me at the provided contact details.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]