

# Authorization Letter Form Sample for Passport Collection

Use this **authorization letter form** sample to grant permission for someone else to collect your passport on your behalf. It ensures a smooth and secure passport retrieval process. Download and customize the letter to meet official requirements.

## Sample Authorization Letter

Date: \_\_\_\_\_

To,  
The Passport Officer  
[Passport Office Address]  
[City, State, ZIP Code]

Subject: Authorization for Passport Collection

Dear Sir/Madam,

I, **[Your Full Name]**, holder of passport application number **[Your Application Number]**, hereby authorize **[Authorized Person's Full Name]**, bearing ID proof (Type: **[Type of ID]**, No: **[ID Number]**), to collect my passport on my behalf.

Due to \_\_\_\_\_ (mention your reason, e.g., work commitments, out of station, illness), I am unable to collect the passport personally.

I am enclosing a self-attested copy of my ID proof and the authorized person's ID proof along with this letter.

Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
**[Your Full Name]**  
Contact No.: **[Your Contact Number]**  
Signature: \_\_\_\_\_

### Enclosures:

1. Copy of Applicant's ID Proof
2. Copy of Authorized Person's ID Proof