## **Informal Passport Collection Email**

Subject: Passport Collection Authorization

Hi [Passport Office Contact Name],

I am unable to collect my passport in person. I authorize [Authorized Person Name] to pick it up on my behalf. The passport number is [Passport Number].

Attached are scanned copies of our IDs for verification.

Thanks a lot for your assistance!

Best,

[Your Name]

## Get more templates here:

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