## **Provisional Passport Collection Letter**

Subject: Temporary Authorization to Collect Passport

Dear Sir/Madam,

This is to inform you that I, [Your Name], temporarily authorize [Authorized Person Name] to collect my passport from [Passport Office / Embassy] while I am unable to be present due to [Reason].

This authorization is valid only for the date of collection: [Collection Date]. Enclosed are copies of

Kindly facilitate the collection accordingly.

our IDs for verification purposes.

Regards,

[Your Name]

## Get more templates here:

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