

To,
Nancy Drew
Document Department Head
Passport Office of State
Dated: 5th of July 20XX

Subject: Authorization letter for Renewal of Passport
Respected Miss. Drew,

This letter is in regards to the passport held by me with passport number 45678 that I had sent to your office for renewal. I authorize my friend Dean Jones to collect the renewed passport on my behalf.

I had sent my passport for renewal on 10th of June 2012 as it had expired. I received a letter from your end on 1st of July 2012 stating that the renewal process is over and I need to collect it from your office. But last month I met with an accident and had to be hospitalized. Though I have been discharged from the hospital, the doctor has advised me bed rest. So it would be impossible for to collect the passport in this condition. Thus, I have to send my friend to collect it on my behalf.

I am enclosing the specimen of my friend's signature and a photocopy of his id proof along with the letter. I request you to approve the authorization and hand over the passport to him.

Regards,
Neil Diamond