

To,

Robert Simple,
New Attorney And Co,
London,

25th March 20XX

Subject: Authorization letter to collect passport

Dear Mr. Robert,

I have applied for a passport about a month ago and the passport authorities have called me to collect the same from their office within a week. As I am currently out of station and unable to come back within the next week due to official commitments I want you to go to the passport office and collect the passport on my behalf. I will need my passport urgently as I have to go to another country from here itself. The visa processing can be done only after I receive the passport. Kindly courier the same to my address on the envelope as soon as you receive it.

I hereby authorize you to sign and collect the passport on my behalf. I am signing below and attesting your signature as well. Thanking you.

Yours truly,

Alfred.

Signature of Mr. Robert Sample _____

Signature _____