

To,

Robin Walt

Passport Officer

Passport Office  
West Extension, B block

London

UK

4th May 20XX

**Subject:** Passport authorization letter

Respected sir,

I, Martin Darwin, present this passport authorization to you with utmost respect. Through this letter, I would like to authorize Mr. Fred Paul, S/o Mr. George Paul, R/o James Street, House Number 43, and London, to collect my passport on my behalf. This authorization is very important for me as I am presently out of the city for some business process. On my return, I have to travel to Amsterdam with my family. I won't be having enough time to clear the pending formalities and legal obligations and therefore I am requesting for the passport authorization.

This authorization allows the bearer to collect the passport for me with the following information:

Passport Number: 1A533B95