**Authorisation letter to collect passport**

Recipients address (if known)

Your address and contact details

Objective – (Only one sentence)

To whom it may concern,

Please be informed that (insert name of person) living at (insert their address) is authorised to collect my passport at (insert name of institution) on (insert date) as I am unable to collect it on the required dates.

(Insert name of person) is authorised to sign for the passport.

If you need any other confirmation please contact me using the details above.

Kind regards,

Print full name

(Sign and date)

(Name of person acting on your behalf)

(Signature and date of person acting on your behalf)