**Authorisation letter to collect visa**

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 visa for (insert country/destination) for (insert dates the visa is valid)

I have been requested to collect the visa on (insert collection date) but I am unavailable on that specific date.

(Insert name of person) is authorised to sign and collect the visa.

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)