

AUTHORIZATION LETTER TO CLAIM PASSPORT

Date: April 4, 2019

To,
ATTN: Consulate/Embassy of [Country]
ADDRESS
POSTAL CODE
COUNTRY

Subject: Authorization Letter to Claim Passport and Visa

To Whom It May Concern,

We hereby authorize our agent [Name Agent] of his/her Passport and Visa Services to drop off and pick up all our visa application documents on behalf of all our employees and consultants who are required to visit [Country of Destination] for Business Purposes until further notice.

To support our claim, for each Passport and Visa we have appended the following Identifying documents, respectively:

- [ID 1 ie: PASSPORT ID];
- [ID 2: ie ALTERNATIVE ID].

Should you have any questions about the identity of the person bearing this letter, you can always call me at [PHONE NR] corresponding with the copy of the Passport.

Thank you and I am hoping for your smooth cooperation.

Yours sincerely,

[NAME]

[SIGNATURE]