

## **SAMPLE LETTER OF AUTHORIZATION**

Type the following letter on your company letterhead:

*Current date*

To whom it may concern:

I, \_\_\_\_\_, bearer of US Passport Number \_\_\_\_\_, would like to inform US Embassy American Services that \_\_\_\_\_ with IC/Passport number \_\_\_\_\_ was given authority to submit/collect my passport.

Sincerely,

*Signed by American citizen*