

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Child Passport Authorization Letter

Dear [Recipient's Name],

I, [Your Name], am the legal guardian of [Child's Full Name], born on [Child's Date of Birth]. I hereby authorize [Authorized Person's Name] to apply for and obtain a passport on behalf of my child.

[Authorized Person's Name] is my [relationship to the child, e.g., uncle, aunt, friend], and their identification is as follows:

- Name: [Authorized Person's Full Name]
- Address: [Authorized Person's Address]
- Phone Number: [Authorized Person's Phone Number]
- Email: [Authorized Person's Email]

Attached are copies of my identification and [Child's Full Name]'s birth certificate for verification purposes.

Please feel free to contact me at the above phone number or email address should you require any further information.

Sincerely,

[Your Signature]  
[Your Printed Name]