

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Passport Office Address]
[City, State, ZIP Code]

Subject: Authorization Letter for Minor's Passport Application

To Whom It May Concern,

I, [Your Full Name], am the [father/mother/legal guardian] of [Child's Full Name], born on [Child's Date of Birth]. I hereby authorize [Name of the person who will apply for the passport], my [relation to the child, e.g., spouse, friend], to apply for and collect the passport on behalf of my child.

I have provided all necessary documents and information required for the passport application, including [list any supporting documents].

Should you have any questions or require further information, please feel free to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Relationship to the Child]