

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

VFS Global
[Office Address]
[City, State, Zip Code]

Subject: Letter of Authorization

Dear Sir/Madam,

I, [Your Full Name], born on [Your Date of Birth], holding passport number [Your Passport Number], hereby authorize [Authorized Person's Full Name], holding identification number [ID Number of Authorized Person], to act on my behalf regarding my visa application process for [Country Name].

This authorization includes signing documents, submitting the application, and collecting my passport and any other documents related to my visa application.

I appreciate your assistance and cooperation in this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to Authorized Person, if applicable]