

To whom it may concern

I authorize Mr, **Mohinder Singh** to collect my passport on my behalf.

Due to some personal issue I am not able to come personally to collect the same.

My passport number is **W4386327** and the photocopy is attached for your reference,

I request you **to kindly** handover my passport to him.

Thank you.

Regards

*Ritika*  
Ritika