

## AUTHORIZATION LETTER TO PROCESS DOCUMENTS

July 23, 2050

**Carmel Ryan**  
Passport Processing Department  
2845 Military Trail

West Palm Beach, FL 94901

Dear Ms. Roberts,

I, **[Your Name]**, am writing this letter to grant authority to my wife, **Etha Lehner**, to process my passport documents. Unfortunately, due to my current health condition, I am unable to handle the task myself. This letter is to authorize her to handle all needed procedures for the renewal and other processes involved with my passport documents.

I respectfully request your assistance in permitting her to act on my behalf and handle the necessary processes. Your favorable response to this request would be immensely appreciated. Thank you sincerely for your understanding and cooperation in this matter.

Best Regards,

*Signature*

[Your Email]