

From,

To,
Officer in charge
The Embassy of Costa Rica
New Delhi, India

Respected Sir/ Madam,

Sub: Authorization to submit/collect the Passport

I hereby authorize my representative Mr _____ to submit/collect the passport at your esteemed office. Details are mentioned below:

Given Name in the Passport:

Surname in the Passport:

Passport Number:

The authorized representative will submit his valid identity proof at the time of submission and collection of documents.

Thank you in advance for your support and cooperation.

Yours truly,