Authorization Letter to collect Passport

I am writing to the Bangladesh Embassy, Stockholm to inform that I am authorizing the following person to collect my/my child's Passport on my behalf as I am currently unable to come to Embassy to collect it by myself.

The details of the authorized person are:
Name:
ID number:
Phone number:
Application/OID no. of the passport application:

[For more than 01 passport, write all the application/OID no.]

Sincerely,

…… (signature and date)
Name:
Name of child (if passport is of a child):
ID number:
Phone number:
Email:

Submit previous passport and delivery slip, if available, with this application