

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Authorization Letter

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all matters pertaining to [specific purpose, e.g., pick up documents, handle transactions, etc.], effective immediately.

[Authorized Person's Name] has my full permission to [specific actions they are permitted to take]. I trust that they will represent my interests and handle this matter successfully.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or verification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]