

[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Subject: Authorization Letter

Dear [Recipient Name],

I, [Your Name], the [Your Title/Position] of [Your Company Name], hereby authorize [Authorized Person's Name], holding the position of [Authorized Person's Position], to act on behalf of [Your Company Name] in all matters concerning [specific business activities or projects].

This authorization includes, but is not limited to, the following:

1. [Specific authority or actions allowed]
2. [Specific authority or actions allowed]
3. [Specific authority or actions allowed]

This authorization is valid from [start date] until [end date], unless revoked in writing by me.

Should you have any questions regarding this authorization, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]  
[Your Company Name]