

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Authorization Letter for Power of Attorney

Dear [Recipient's Name],

I, [Your Full Name], residing at [Your Address], hereby appoint [Agent's Full Name], residing at [Agent's Address], as my attorney-in-fact to act on my behalf in all matters concerning [specific matters or limitations of power].

This authorization includes, but is not limited to, the authority to [list specific powers or actions the agent can take], and shall remain in effect until [specify duration or conditions for revocation].

I affirm that I am of sound mind and am executing this document voluntarily.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Notary Public Information, if required]