

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

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

Dear [Recipient's Name],

Subject: Authorization Letter

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding [specific matter or transaction]. This authorization includes the authority to [describe specific actions authorized, e.g., sign documents, collect information, etc.].

This authorization is valid from [start date] to [end date].

Should you have any questions or require further confirmation, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]