

[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]

Dear [Recipient Name],

Subject: Authorization Letter

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to act on my behalf in matters related to [specific purpose or task, e.g., "accessing my account," "representing me at a meeting," etc.]. This authorization is effective from [start date] to [end date, or "until further notice"].

[Authorized Person's Full Name] can be reached at [Authorized Person's Phone Number] and [Authorized Person's Email Address] for any necessary communications.

Please allow them to [mention specific actions authorized, e.g., "collect documents," "sign papers," etc.].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company, if applicable]