

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

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

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in matters pertaining to [specific matters or tasks] for the period of [start date] to [end date].

This authorization includes but is not limited to [specific actions authorized].

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title (if applicable)]