

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: Briefly introduce yourself and the purpose of the letter.]
[Body: Provide details regarding the authorization and any relevant
information or context.]
[Conclusion: State any actions required or next steps.]
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]
[Your Company Name]