

[Your Company Letterhead or Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorization of Representative

I, [Your Name], the undersigned, hereby authorize [Representative's Name] to act on my behalf in matters pertaining to [specific matters or purposes] with [Company/Organization Name]. This authorization includes the ability to [specific actions they are allowed to perform, e.g., sign documents, make decisions, etc.].

This authorization is valid from [start date] to [end date, if applicable] unless revoked in writing.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]