

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]
Subject: Authorization Letter
Dear [Recipient's Name],
I, [Your Name], hereby authorize [Representative's Name], holder of
identification [Type of ID] Number [ID Number], to act on my behalf in
all matters related to [specific purpose or task] with
[Company/Organization Name].
This authorization covers the period from [start date] to [end date].
Please extend your support to [Representative's Name] as if I were
present myself.
Thank you for your cooperation.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]