

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Representative's Name] to act on my behalf in all matters related to [specific issues or processes]. This authorization includes, but is not limited to, the right to receive information, discuss issues, and make decisions regarding [specific areas of concern].

This authorization is effective immediately and will remain in effect until [end date or condition for termination].

Should you have any questions regarding this authorization, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]