

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

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

Dear [Recipient's Name],

Subject: Authorization of Representative

1. **\*\*Introduction\*\***

- State your name and the purpose of the letter.

2. **\*\*Authorization Details\*\***

- Clearly state the name of the individual you are authorizing.
- Include their contact information.

3. **\*\*Scope of Authority\*\***

- Specify the extent of the authority granted.
- Mention what decisions they can make or actions they can take on your behalf.

4. **\*\*Duration of Authorization\*\***

- Indicate the time frame for which the authorization is valid.

5. **\*\*Contact for Verification\*\***

- Provide your contact information should the recipient need to verify the authorization.

6. **\*\*Conclusion\*\***

- Thank the recipient for their attention.
- Indicate your willingness to address any further questions.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

Enclosure: [Any relevant documents, if needed]