

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Authorization Letter for [Employee's Name]

Dear [Recipient's Name],

I, [Your Name], [Your Position] at [Your Company Name], hereby authorize [Employee's Name], holding the position of [Employee's Position], to act on behalf of [Your Company Name] in all matters pertaining to [specific tasks or functions the employee is authorized to perform].

This authorization is valid from [start date] to [end date] or until further notice.

Please provide [Employee's Name] with the necessary access and information they may need to carry out these responsibilities.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Contact Information]