

[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]

Subject: Authorization Letter

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name], bearing identification number [ID Number], to act on my behalf in all manners relating to [specific task or purpose]. This authorization includes, but is not limited to, the signing of documents, gathering of information, and making decisions related to [specific task or purpose].

This authorization is valid from [Start Date] to [End Date].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]