

[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], authorize [Authorized Person's Name] to act on my behalf
in matters concerning [specify purpose or transaction, e.g., picking up
documents, handling transactions, etc.].
Details of the Authorized Person:
- Name: [Authorized Person's Name]
- Relationship to me: [e.g., friend, relative, employee]
- Contact Information: [Authorized Person's Contact Number or Email]
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]