

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

Dear [Recipient Name],

Subject: Authorization for [Specific Purpose]

I, [Your Name], hereby authorize [Recipient Name or Title] to act on my behalf regarding [specific details of the authorization, e.g., financial transactions, legal matters, etc.].

This authorization is effective from [Start Date] until [End Date] or until revoked in writing.

Please find attached any relevant documents needed for this authorization.

Should you need any further information, feel free to contact me at the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]