

[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 Letter

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding [specific matter or purpose]. This authorization includes [describe any specific actions or decisions the authorized person can make].

This authorization is effective from [start date] to [end date], or until further written notice.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]