

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well! I am writing to inform you that I authorize [Name of Authorized Person] to act on my behalf regarding [specific task or permission].

Please feel free to reach out to me if you have any questions or need further verification. Thank you for your assistance!

Best wishes,

[Your Name]

[Signature if sending a hard copy]