

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

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

Subject: Personal Authorization Letter

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding [specific purpose or task]. This authorization includes, but is not limited to, [list specific actions or decisions that the authorized person can take].

This authorization is effective immediately and will remain in effect until [expiration date or conditions under which the authorization will be revoked].

Should you have any questions or require further confirmation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]