

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorization Letter

I, [Your Name], am writing to formally authorize [Authorized Person's Name] to act on my behalf regarding [specific matter or purpose].

Details of Authorization:

- Authorized Person: [Authorized Person's Name]
- Relationship: [Your relationship to Authorized Person]
- Scope of Authority: [Describe specific actions that the authorized person is allowed to perform]

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

Please provide any assistance required to the authorized individual during this period.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title (if applicable)]