

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

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

Dear [Recipient Name],

Subject: Authorization Letter

I, [Your Full Name], hereby authorize [Authorized Person's Name] to
[describe the action or purpose for the authorization, e.g., "collect my
documents," "act on my behalf," etc.] on my behalf.

This authorization is valid from [start date] to [end date].

Please feel free to contact me at [your phone number] or [your email
address] should you require any further information.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]