

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

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

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name], [Authorized Person's Title/Relationship], to act on my behalf in all matters related to [specific matters or transactions]. This authorization includes but is not limited to [list specific duties or actions authorized].

This authorization is effective as of [start date] and will remain in effect until [end date or state "indefinitely until revoked"].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (optional)]