

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

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

Subject: Authorization of Transactions

Dear [Recipient's Name],

I, [Your Full Name], hereby authorize [Authorized Person's Name] to perform transactions on my behalf related to [specific transactions or account details] as outlined below:

- Transaction Type: [Describe the transaction]
- Account Number: [Account number or identifier]
- Effective Date: [Start date of authorization]
- Expiration Date: [End date of authorization, if applicable]

This authorization permits [Authorized Person's Name] to [specific actions permitted, e.g., withdraw funds, make deposits, etc.].

I confirm that I am aware of and agree to the terms set forth regarding this authorization.

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]