

[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 to Proceed

I, [Your Name], hereby authorize [Recipient Name or Company] to proceed with [specify the project, service, or action] as discussed on [date of discussion].

Please find attached any necessary documentation and details pertaining to this authorization.

This authorization is effective as of [start date] and will remain in effect until [end date or condition for termination], unless revoked in writing.

Thank you for your attention to this matter.

Sincerely,

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