

[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]

Dear [Recipient's Name],

Subject: Authorization Request

I am writing to formally request authorization for [specific action, access, or permission you are seeking]. The purpose of this request is [briefly explain the reason for the request and its importance].

I kindly ask for your approval to proceed with this matter. [If applicable, mention any relevant details that support your request, such as deadlines or required documents.]

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]