

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

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

Dear [Recipient's Name],

I am writing to authorize [Name of Authorized Person/Organization] to access and share my documents pertaining to [specific documents or subject matter] on my behalf.

This authorization is granted for the purpose of [briefly explain purpose, e.g., processing a request, completing a transaction, etc.]. Please allow [Authorized Person/Organization] to have full access to [specify documents or information] as needed for the aforementioned purpose.

I appreciate your cooperation in this matter. Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]