

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

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

Subject: Authorization Letter for [Authorized Representative's Name]

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Representative's Name] to act on my behalf regarding [specific matter or issue]. This authorization includes the ability to [list specific actions the representative can perform].

I trust that [Authorized Representative's Name] will handle all matters related to this authorization responsibly and in my best interest.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]