

[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Official Authorization Correspondence

I, [Your Name], in my capacity as [Your Title] of [Your Company/Organization Name], hereby designate [Authorized Representative's Name], [Authorized Representative's Title] as the official authorized representative for [specific purpose or project] effective from [start date] to [end date].

[Authorized Representative's Name] is authorized to act on behalf of [Your Company/Organization Name] in all matters pertaining to [brief description of the authority granted, e.g., negotiations, signing documents, etc.].

Please extend all necessary cooperation to [Authorized Representative's Name] as they carry out their responsibilities. Should you have any questions or require further information, please feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company/Organization Name]