

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Authorization Letter for International Travel

Dear [Recipient's Name],

I, [Your Full Name], born on [Your Date of Birth], holding passport number [Your Passport Number], hereby authorize [Traveler's Full Name], born on [Traveler's Date of Birth], holding passport number [Traveler's Passport Number], to travel internationally on my behalf.

This authorization allows [Traveler's Name] to undertake travel from [Departure Country/City] to [Destination Country/City] on the scheduled dates of travel, [Departure Date] to [Return Date].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further confirmation or details regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]