

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

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

Subject: General Authorization to Travel

Dear [Recipient Name],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name], my [Relationship, e.g., son, daughter, friend], to travel on my behalf. This authorization is valid for the duration of their travel from [Start Date] to [End Date].

During this period, [Authorized Person's Name] is permitted to make any necessary travel arrangements, including booking flights, accommodations, and transportation, as well as handling any related matters that may arise during the trip.

Please find attached a copy of my identification for verification purposes. Should you have any questions regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]