

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

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

Subject: Letter of Authorization for Traveling Abroad

Dear [Recipient's Name],

I, [Your Full Name], born on [Your Date of Birth], hereby authorize [Name of the Traveler], holding passport number [Traveler's Passport Number], to travel abroad on my behalf. This authorization covers the period from [Start Date] to [End Date].

[Name of the Traveler] has my full consent to make all necessary travel arrangements, including but not limited to booking flights, accommodation, and any other travel-related activities during this period.

Attached to this letter are copies of my identification and [Traveler's Name]'s identification for verification purposes.

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]