

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

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Authorization to Work

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding all work-related matters for [specific project or job, if applicable] at [Company's Name]. This authorization includes, but is not limited to, the authority to make decisions, sign documents, and oversee work activities as required.

This authorization is effective from [Start Date] and will remain in effect until [End Date or 'until further notice'].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]