

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Organization/Company Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Authorization Letter for Legal Matters

Dear [Recipient's Name],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name], residing at [Authorized Person's Address], to act on my behalf in all legal matters pertaining to [specific case or issue], including but not limited to signing documents, making decisions, and representing me in discussions or negotiations.

This authorization is effective immediately and will remain in effect until [end date or indicate if it is indefinite].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]