

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

Dear [Recipient Name],

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize [Authorized Person's Name], [Authorized Person's Position] at [Authorized Person's Company Name], to act on my behalf in matters related to [specific business matters or transactions].

This authorization includes, but is not limited to, [list specific responsibilities or tasks].

This authorization is valid from [start date] to [end date] unless revoked in writing prior to the expiration date.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position]
[Your Company Name]