

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

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

Dear [Recipient's Name],

Subject: Authorization Letter

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to act on my behalf in all matters relating to [specific purpose or matter]. This authorization includes, but is not limited to, the ability to:

- [Specific action 1]
- [Specific action 2]
- [Specific action 3]

This authorization is valid from [start date] until [end date], unless revoked in writing.

I appreciate your assistance in this matter and hope for a positive response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]