

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

[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Authorization to Conduct Business

I, [Your Name], the undersigned, hereby authorize [Authorized Person's Name] to act on my behalf in all matters regarding [specific business purpose or transactions] for [Company Name]. This authorization includes, but is not limited to, signing documents, making decisions, and carrying out business transactions necessary to achieve the stated purpose. This authorization is valid from [start date] to [end date], unless revoked in writing prior to the expiration date.

Should you have any questions regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title] (if applicable)
[Company Name] (if applicable)