

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Letter of Authorization
Dear [Recipient's Name],
I, [Your Full Name], am writing to authorize [Authorized Person's Full Name] to act on my behalf in matters pertaining to [specific purpose or transaction].
This authorization includes, but is not limited to, [specific tasks or actions the authorized person is permitted to perform].
Please provide [Authorized Person's Full Name] with the necessary assistance and access as needed.
This authorization shall remain in effect until [end date or condition for termination].
Thank you for your cooperation.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position (if applicable)]