

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

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

Subject: Letter of Authorization to Represent

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all matters pertaining to [specific purpose or task] with [Company/Organization Name]. This authorization includes, but is not limited to, signing documents, making decisions, and representing my interests in discussions and negotiations.

This authorization is valid from [start date] to [end date]. I understand that [Authorized Person's Name] will act in my best interest and communicate any important information to me promptly.

If you require any further confirmation or details, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]