

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

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

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in matters pertaining to [specific matters or tasks], effective immediately.

[Authorized Person's Name] possesses my confidence to [specific actions they are authorized to take, e.g., sign documents, receive information, make decisions]. This authorization is valid until [end date or "further notice"].

Please provide [Authorized Person's Name] with any necessary assistance. If you have any questions or require further verification, please feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your cooperation.

Sincerely,

[Your Signature (if printed)]
[Your Typed Name]
[Your Position, if applicable]