

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Letter of Authorization for Travel

Dear [Recipient's Name],

I, [Your Name], hereby authorize my [relationship to traveler, e.g., son, daughter, etc.], [Traveler's Name], to travel on my behalf. The details of the travel are as follows:

- Destination: [Destination]
- Dates of Travel: [Start Date] to [End Date]
- Flight Information: [Flight Details, if applicable]

This authorization is effective from [Start Date] to [End Date].

Should you require any further information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]