

[Your Name]
[Your Title]
[Your Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorization Letter for [Specific Purpose/Action]

I, [Your Name], [Your Title], hereby authorize [Name of Authorized Person] to act on my behalf regarding [specific details about the authority granted, e.g., to sign documents, make decisions, etc.]. This authorization is effective from [start date] and will remain in effect until [end date or "until further notice"].

[Optional: Add any specific limitations or conditions related to the authority granted, if applicable.]

Should 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 attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]