

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

[Notary Public's Name]
[Notary Public's Address]
[City, State, Zip Code]

Subject: Letter of Authorization for Notary Signing

Dear [Notary Public's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf for the purpose of signing documents requiring notarization.

The documents include, but are not limited to:

1. [Document 1 Description]
2. [Document 2 Description]
3. [Document 3 Description]

This authorization is effective immediately and remains in effect until [end date or "further notice"].

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Identification Number, if applicable]
[Notarized Signature of the Authorized Person, if required]
[Date]