

****[Your Organization's Letterhead]****

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorization Letter for [Specific Purpose]

I, [Your Name], in my capacity as [Your Title] at [Your Organization], hereby authorize [Authorized Person's Name] to act on behalf of [Your Organization] regarding [specific purpose or task]. This authorization includes, but is not limited to, the following responsibilities:

1. [Responsibility 1]

2. [Responsibility 2]

3. [Responsibility 3]

This authorization is effective from [start date] to [end date].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or confirmation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]

[Your Organization's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

****[Enclosures if applicable]****