

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Subject: Authorization Letter

Dear [Recipient Name],

I, [Your Name], am writing to formally authorize [Authorized Person's Name] to act on my behalf concerning [specific task or purpose] related to [specific details or case].

This authorization includes, but is not limited to, [list specific authorities or actions the authorized person can take].

I understand that this authorization is valid until [expiration date, if applicable].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]