

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Authorization Letter

Dear [Recipient Name],

I, [Your Name], in my capacity as [Your Title/Position] of [Your Organization], hereby authorize [Authorized Person's Name] to act on our behalf in matters pertaining to [specific purpose, e.g., project management, access to information, etc.] regarding [specific subject or project].

[Authorized Person's Name] has the authority to [specific actions they can take, e.g., sign documents, obtain information, etc.] as required to carry out the associated responsibilities.

This authorization is effective from [start date] until [end date, or "until further notice"].

Should you need any further information or verification regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Organization]