

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorization Letter

I, [Your Name], am writing to formally authorize [Authorized Person's Name] to act on my behalf regarding [specific matters or tasks] at [Company/Organization Name]. This authorization is effective from [start date] to [end date].

[Authorized Person's Name] is authorized to [describe the scope of authority granted, e.g., access information, sign documents, make decisions, etc.]. I trust that [he/she/they] will handle these responsibilities with the utmost professionalism.

Please provide [Authorized Person's Name] with any assistance required to carry out these duties. Should you require further information or clarification, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]