

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

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

Subject: Authorization for Electronic Signature

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to sign and submit documents on my behalf using an electronic signature. This authorization includes, but is not limited to, [specific documents or purposes, e.g., contracts, applications, etc.].

This authorization is valid until [expiration date or "until further notice"].

Please find my signature below as confirmation of this authorization.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]