

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

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

Subject: Authorization Letter

Dear [Recipient Name],

I, [Your Name], authorize [Authorized Person's Name] to act on my behalf regarding the [specific purpose, e.g., delivery of documents, pickup of package, etc.]. This authorization is valid from [start date] to [end date].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title (if applicable)]