

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
[Friend's Name]  
[Friend's Address]  
[City, State, ZIP Code]

Dear [Friend's Name],

I hope this message finds you well. I am writing to kindly ask for your authorization regarding [specific matter or task]. Your support in this matter would mean a lot to me, and I would greatly appreciate your assistance.

If you could please confirm your authorization by [specific date or timeframe], it would help immensely. Should you need any further information or have any concerns, please do not hesitate to reach out. Thank you so much for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Contact Information]