

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
Subject: Authorization Letter  
Dear [Recipient Name],  
I, [Your Full Name], am writing to formally authorize [Authorized  
Person's Name] to act on my behalf regarding [specific purpose, e.g.,  
"the pickup of documents", "bank transactions", etc.]. This authorization  
is effective from [start date] to [end date, if applicable].  
[Authorized Person's Name] holds [his/her] ID number [ID Number] and can  
be reached at [Authorized Person's Phone Number].  
Please provide [him/her] with the necessary assistance during this time.  
Thank you for your understanding and cooperation.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]