

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

Subject: Authorization Letter for JBL Headphones

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in matters relating to my JBL headphones, model [Model Number], which I purchased on [Purchase Date].

[Authorized Person's Name] is authorized to collect, return, or exchange the aforementioned headphones as necessary.

Please find attached a copy of my identification for verification purposes.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Attachments:

1. Copy of Identification
2. Proof of Purchase (if applicable)