

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

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

Dear [Recipient Name],

Subject: Authorization Letter

I, [Your Full Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding [specific matter or transaction] in Klamath Falls. This authorization includes, but is not limited to, signing documents and making decisions related to the described matter.

This authorization is valid until [expiration date, if applicable].

Please provide any assistance required to [Authorized Person's Name] during this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]