

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

Dear [Recipient Name],

Subject: Authorization Letter for LFA

I, [Your Name], am writing to authorize [Authorized Person's Name] to act on my behalf regarding matters related to the LFA (Local Financial Authority). This authorization includes but is not limited to the submission of documents, collection of certificates, and any necessary communications with your office.

[Authorized Person's Name] holds identification number [ID Number] and can be reached at [Authorized Person's Phone Number and Email Address]. This authorization is effective from [Start Date] until [End Date], unless revoked in writing before that date.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]

[Your Organization (if applicable)]