

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Authorization Letter for LLC Establishment

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all matters relating to the establishment of [LLC Name], a Limited Liability Company. This authorization includes, but is not limited to, filing necessary documents, signing contracts, and any other actions required to successfully complete the formation of the LLC. This authorization is valid until [Expiration Date], unless revoked in writing by me prior to that date.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]