

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Subject: Authorization Letter
Dear [Recipient's Name],
I am writing to formally authorize [Authorized Person's Name] to act on my behalf regarding [specific details of the authorization]. This authorization is valid from [start date] to [end date].
[Authorized Person's Name] will be responsible for [specific tasks or responsibilities]. I trust that they will perform the required duties with professionalism and diligence.
Please feel free to contact me at [your phone number or email address] should you need any further confirmation or additional information regarding this authorization.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]