

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Subject: Authority Letter

Dear [Recipient's Name],

I, [Your Name], [Your Position] at [Your Company], hereby authorize
[Authorized Person's Name] to act on behalf of [Your Company] regarding
[specific task or purpose].

This authority is effective immediately and will remain in effect until
[end date or condition].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Contact Information]