

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Formal Authorization

Dear [Recipient Name],

I am writing to formally authorize [Name of the Person or Entity being authorized] to [specific action or responsibility] on behalf of [Your Company/Organization]. This authorization is valid from [start date] to [end date], unless revoked in writing.

The authorized individual/entity is entrusted with the following responsibilities:

1. [Responsibility 1]
2. [Responsibility 2]
3. [Responsibility 3]

Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]