

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Letter of Authority

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in matters relating to [specific matters or areas of authority]. This authorization includes, but is not limited to, [list specific actions or decisions the authorized person can make].

This letter of authority is effective from [Start Date] and will remain in effect until [End Date/Indefinite].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

[Optional: Notary section if required]