

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, ZIP Code]
Subject: Authorization for [Specific Task/Action]
Dear [Recipient's Name],
I am writing to formally designate [Name of Authorized Person/Team] as
the authorized representative for [specific task or action] pertaining to
[brief description of the matter]. This authorization is effective from
[start date] to [end date or state "until further notice"].
[Provide any additional details about the authorization,
responsibilities, or any specific limits if applicable.]
Please extend your full cooperation to [Name of Authorized Person/Team]
in all matters relating to this authorization. If you have any questions
or require further clarification regarding this matter, please feel free
to contact me at [your phone number] or [your email address].
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization Name]