

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Authorization Letter

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name], [Relation to You], to act on my behalf in all matters relating to [specific purpose or transaction, e.g., collecting documents, signing papers, etc.]. This authorization is valid from [Start Date] to [End Date].

Please provide [Authorized Person's Name] with any necessary information needed to complete this task.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]