

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally authorize [Name of Authorized Person] to act on my behalf regarding [specific details of the authorization, e.g., "my account with your company," "the following transactions," etc.].

This authorization will be effective as of [start date] and will remain in effect until [end date or "further notice"].

Please allow [Name of Authorized Person] to access any necessary information and handle any required actions pertaining to this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]