

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

Dear [Recipient Name],

Subject: Authorization for [Specific Purpose/Action]

I hope this letter finds you well.

I am writing to formally authorize [Name or Company] to [describe the specific action or authority being granted] on behalf of [Your Company/Organization]. This authorization is effective from [start date] and will remain in effect until [end date or "further notice"].

Please find the following details regarding this authorization:

- Authorized Person: [Name]
- Position: [Position]
- Contact Information: [Email/Phone]

This authorization is granted under the condition that all actions taken will adhere to the policies and guidelines set forth by [Your Company/Organization].

Should you have any questions or require further clarification, please do not hesitate to contact me directly 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 Position]  
[Your Company/Organization]