

\*\*[Your Company Letterhead]\*\*

[Date]

\*\*To Whom It May Concern,\*\*

\*\*Subject: Authorization for [Specific Purpose]\*\*

I, [Your Name], [Your Position] at [Your Company], hereby authorize [Recipient's Name or Company] to [specific authorization details]. This authorization includes [list any specific permissions or limitations].

\*\*Details of the Authorization:\*\*

- \*\*Authorized Individual(s):\*\* [Names]

- \*\*Duration of Authorization:\*\* [Start Date] to [End Date]

- \*\*Scope of Authorization:\*\* [Details about tasks or responsibilities]

Please feel free to contact me at [Your Phone Number] or [Your Email] for any clarifications regarding this authorization.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]