

[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]

Subject: Authorization Letter

Dear [Recipient's Name],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to act on my behalf regarding my account with [Company/Organization Name], account number [Account Number]. This authorization includes the ability to [specify the actions authorized, e.g., access information, make decisions, etc.].

This authorization is effective as of [Start Date] and remains in effect until [End Date], unless revoked in writing by me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]