

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

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

Subject: Authorization Letter for KTM [Specify Purpose]

Dear [Recipient's Name],

I, [Your Name], am writing to formally authorize [Authorized Person's Name] to act on my behalf regarding [specific details about the KTM matters, e.g., vehicle registration, maintenance, etc.].

Details of the authorized person:

- Name: [Authorized Person's Name]
- Relationship: [Your relationship to the authorized person]
- Contact Number: [Authorized Person's Phone Number]

This authorization is effective from [Start Date] until [End Date].

I appreciate your assistance in this matter. Should you have any questions or require further verification, please do not hesitate to contact me 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 Typed Name]
[Your Position, if applicable]