

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

[Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Authorization Letter

Dear [Recipient Name],

I, [Your Name], am writing to formally authorize [Authorized Person's Name] to act on my behalf regarding [specific purpose or transaction]. Details of the authorization are as follows:

- ****Authorized Person's Name:**** [Authorized Person's Name]
- ****Relationship to You:**** [Relationship]
- ****Specific Authority Granted:**** [Brief description of the authority granted]

This authorization is valid from [start date] to [end date]. Please extend your full cooperation to [Authorized Person's Name] during this period.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]