

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

Subject: Letter of Authorization

Dear [Recipient Name],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to act on my behalf in all matters related to [specify the purpose, e.g., managing my account, accessing my personal information, etc.].

This authorization is effective from [start date] and will remain in effect until [end date or "indefinitely until revoked in writing"].

Please provide [Authorized Person's Full Name] with any necessary assistance and access to the information required to fulfill this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]