

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

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

Subject: Authorization Letter

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all matters related to my [specific purpose, e.g., account, application, etc.] with [Company/Organization Name], effective from [start date] to [end date].

This authorization includes, but is not limited to, the following actions:

1. [Action 1]
2. [Action 2]
3. [Action 3]

Please accept this letter as formal authorization. Should you require any further information, feel free 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 Printed Name]
[Your Position, if applicable]
[Your Relationship to Authorized Person]