

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

[Recipient's Name]  
[Recipient's Position]  
[Government Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: Authorization Letter for [Type of Permit]

Dear [Recipient's Name],

I, [Your Name], the undersigned, hereby authorize [Authorized Person's Name] to act on my behalf in all manners relating to the application for [Type of Permit] with [Government Agency Name]. This authorization includes, but is not limited to, signing documents, submitting forms, and receiving information regarding the application.

I understand that [Authorized Person's Name] will need to present identification to verify their identity during this process.

This authorization is valid until [End Date or "until revoked in writing"].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Position, if applicable]