

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

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

Subject: Authorization for Document Transfer

Dear [Recipient Name],

I, [Your Full Name], hereby authorize the transfer of the following documents:

1. [Document Title/Description 1]
2. [Document Title/Description 2]
3. [Document Title/Description 3]

These documents are to be transferred to [Recipient's Name or Organization] for the purpose of [state purpose].

I confirm that I am the rightful owner of the above-mentioned documents and grant permission for this transfer. Please ensure that they are handled with care and confidentiality.

Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]