

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

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

Subject: Authorization Letter for Signature Approval

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all matters related to the approval and signing of [specific document or transaction] for [Company/Organization Name].

This authorization is effective as of [Start Date] and will remain in effect until [End Date, or "until revoked in writing"].

[Authorized Person's Name] is fully empowered to make decisions and sign documents as necessary in my absence.

Please extend all necessary cooperation to [Authorized Person's Name] in this matter.

Thank you for your attention to this authorization.

Sincerely,

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