

[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient Name],

Subject: Authorization Letter

I, [Your Name], the [Your Title] of [Your Company/Organization Name], hereby authorize [Authorized Person's Name] to act on behalf of [Your Company/Organization Name] in matters pertaining to [specific authority or purpose, e.g., signing contracts, accessing company information, etc.].

[Authorized Person's Name] is an employee/representative of our organization and has been entrusted with this responsibility to [briefly describe the purpose or actions to be completed].

This authorization is effective from [Start Date] and will remain in effect until [End Date or "until further notice"].

Should you require any further information or clarification, please 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 Title]  
[Your Company/Organization Name]