

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

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

Dear [Recipient's Name],

Subject: Emergency Authorization Letter

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in the event of an emergency regarding [specific matter or situation]. This authorization is effective immediately and will remain in effect until [end date or "further notice"].

[Authorized Person's Name] will have the authority to [specific actions they are authorized to take].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further verification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]