

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

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

Subject: Authorization Letter

Dear [Recipient's Name],

I, [Your Full Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding [specific matters or actions they are authorized to take] effective [start date] until [end date, if applicable].

Details of Authorization:

1. Authorized Person's Name: [Full Name]
  2. Relationship to Authorizing Person: [Relationship]
  3. Specific Powers Granted: [List specific powers or actions authorized]
- Please allow [Authorized Person's Name] to have access to all necessary information and resources required to carry out these tasks.

Thank you for your attention to this matter. Please feel free to contact me via the provided information above should you need further verification or details.

Sincerely,

[Your Signature] (if sending a hard copy)  
[Your Printed Name]  
[Your Title, if applicable]