

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

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

Dear [Recipient's Name],

Subject: Official Authorization

I, [Your Name], in my capacity as [Your Title] at [Your Organization], hereby authorize [Authorized Person's Name] to act on our behalf in all matters related to [specific purpose or task].

This authorization includes, but is not limited to, the following actions:

- [Action 1]
- [Action 2]
- [Action 3]

This authorization is effective from [Start Date] to [End Date] unless revoked in writing prior to that date.

Please feel free to contact me directly should you require any further information or verification.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Organization]