

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Authorization Letter
Dear [Recipient's Name],
I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding [specific task or purpose].
Details of Authorization:
- Authorized Person's Name: [Authorized Person's Name]
- Relationship to Me: [Relationship]
- Task/Activity Authorized: [Describe task]
This authorization is valid until [expiration date, if applicable].
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]