

[Your Name]
[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],

I, [Your Name], hereby grant temporary authorization to [Authorized Person's Name] to act on my behalf in matters concerning [specific tasks or duties] from [start date] to [end date].

I trust [Authorized Person's Name] to handle these responsibilities effectively in my absence.

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 understanding.

Sincerely,

[Your Signature]
[Your Printed Name]