

[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 to Act on Behalf

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all matters related to [specific purpose or description of what they are authorized to do, e.g., financial transactions, legal matters, etc.].

This authorization is effective from [Start Date] and will remain in effect until [End Date or "until further notice"].

[Authorized Person's Name] can be contacted at [Authorized Person's Phone Number/Email Address] should you require any further verification or information.

Thank you for accepting this authorization.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]