

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

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

Dear [Recipient's Name],

Subject: Authorization Confirmation

I am writing to confirm the authorization for [specific purpose or action being authorized] as discussed.

Details of the Authorization:

- Authorized Person: [Name of person being authorized]
- Purpose: [Brief description of what is being authorized]
- Duration: [Start date] to [End date, if applicable]

Please let me know if you require any further information or documentation to process this authorization.

Thank you for your prompt attention to this matter.

Sincerely,

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