

[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]

Subject: Authorization Notice

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding [specific tasks or matters] as detailed below.

Details of Authorization:

- Authorized Person: [Authorized Person's Name]
- Relationship: [Relationship to you]
- Scope of Authorization: [Describe the specific tasks/authority granted]
- Duration of Authorization: [Start date] to [End date or "until further notice"]

Please provide [Authorized Person's Name] with access to any information or resources necessary to carry out the tasks specified.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]