

[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 for [Agent's Name]

I, [Your Name], hereby authorize [Agent's Name], holding identification number [ID Number], to act on my behalf regarding [specific matter or transaction]. This authorization includes, but is not limited to, [list specific actions the agent is authorized to take].

Please grant [Agent's Name] the necessary access and cooperation to complete the aforementioned matters.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]