

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

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

Dear [Recipient Name],

Subject: Authorization of Contact Person

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to act on my behalf as my contact person for [specific purpose, e.g., account inquiries, project updates, etc.].

[Authorized Person's Full Name] can be reached at [Authorized Person's Phone Number] and [Authorized Person's Email Address].

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]