

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Authorization of Delegate Assignment

Dear [Recipient Name],

I am writing to formally designate [Delegate's Name] as my authorized delegate for [specific tasks or responsibilities] effective [start date]. This assignment will enable [Delegate's Name] to act on my behalf in all matters related to [specific context or project].

[Delegate's Name] can be reached at [Delegate's Email Address] and [Delegate's Phone Number] for any matters requiring attention during my absence.

Please extend all necessary support to [Delegate's Name] in carrying out these duties.

Thank you for your cooperation.

Sincerely,

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