

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

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

Subject: Authorized Party Verification

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally verify that [Authorized Party's Name] is authorized to act on behalf of [Your Name/Your Organization's Name] regarding [specific matter or transaction].

Details of the Authorized Party:

- Name: [Authorized Party's Full Name]
- Position/Title: [Authorized Party's Position]
- Contact Information: [Phone Number and Email Address]

This authorization is valid from [Start Date] to [End Date]. Please feel free to contact me directly should you require any further information or clarification regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

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