**Authority Letter Template**

**[Your Name]  
[Your Position]  
[Your Company’s Name]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]**

**[Recipient’s Name]  
[Recipient’s Position]  
[Organization’s Name]  
[Address]  
[City, State, ZIP Code]**

**Subject: Authority Letter for [Purpose]**

**Dear [Recipient’s Name],**

**I, [Your Name], the [Your Position] of [Your Company’s Name], hereby authorize [Authorized Person’s Name] to act on my behalf for the purpose of [specific task or reason]. This letter grants [Authorized Person’s Name] the authority to:**

1. **Actions Authorized:**
   * **Action 1**
   * **Action 2**
   * **Action 3**

**Details of Authorization:**

* **Authorized Person’s Name: [Authorized Person’s Name]**
* **Identification Number: [Authorized Person’s ID Number]**
* **Duration of Authorization: From [start date] to [end date]**

**Responsibilities:**

**[Authorized Person’s Name] is responsible for ensuring that all actions are performed in accordance with the guidelines provided. Any decisions made by [Authorized Person’s Name] will be respected as if made by me personally.**

**Conclusion:**

**I trust that [Authorized Person’s Name] will act with integrity and diligence in performing these duties. Please extend your full cooperation to [Authorized Person’s Name] during this period.**

**Sincerely,  
[Your Name]  
[Your Position]  
[Your Signature]**