

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]