

Sample Letter of Authorization Giving Permission

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Address]

[City, State, ZIP Code]

Subject: Letter of Authorization Giving Permission

Dear [Recipient's Name],

I, [Your Name], residing at [Your Address], hereby grant permission to [Authorized Person's Name] to [specific action or task]. This authorization is granted for the purpose of [specific purpose].

Details:

- **Authorized Person's Name:** [Authorized Person's Name]
- **Identification Number:** [Authorized Person's ID Number]
- **Scope of Authorization:** [describe the scope of actions authorized]
- **Validity Period:** From [start date] to [end date]

Responsibilities:

[Authorized Person's Name] is entrusted with the responsibility of carrying out the specified tasks on my behalf. Any decisions or actions taken by [Authorized Person's Name] within the scope of this authorization will be binding as if performed by me personally.

Supporting Documents:

I have attached a copy of my identification and the identification of [Authorized Person's Name] for verification purposes.

Conclusion:

Please provide [Authorized Person's Name] with the necessary support and cooperation to facilitate this process. If you have any questions, please contact me at [Your Contact Information].

Sincerely,

[Your Name]

[Your Signature]