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]**