

Authorization Letter Sample

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Organization/Individual Name]

[Address]

[City, State, Zip Code]

Subject: Authorization for [Specific Purpose]

To Whom It May Concern,

I, [Your Name], do hereby authorize [Name of Authorized Person] to act on my behalf in all manners relating to [specific actions, for example, managing transactions, handling claims, etc.], including but not limited to signing, collecting, and submitting documents, receiving information, and making decisions. This authorization is in effect from [Start Date] until [End Date].

I understand that this authorization allows [Authorized Person's Name] to assume all responsibilities as noted above without any limitation. For verification purposes, [Authorized Person's Name] will carry a copy of this letter along with the necessary identification documents.

Please direct any queries or requests for further information to my contact details provided above.

Yours sincerely,

[Signature]

[Printed Name]