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]**