
Authorization Letter PDF

[Date]

[Your Name]

[Your Address]

City, State, Zip Code

[Recipient's Name]

[Recipient's Address]

City, State, Zip Code

Subject: Authorization Letter Granting Full Permission

Dear [Recipient's Name],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to act on my behalf in all manners relating to [specific action, e.g., financial transactions, signing documents]. This authorization includes, but is not limited to, the handling, processing, and signing of documents; access to pertinent information; and the authorization to make decisions.

The validity of this authorization commences from [Start Date] and will expire on [End Date], unless otherwise revoked or extended in writing.

Should you require any further confirmation or have any queries regarding this authorization, please feel free to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature]