

Authorization Letter On My Behalf

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Full Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Authorization Letter On My Behalf

Dear [Recipient's Full Name],

I, [Your Full Name], hereby grant permission to [Authorized Person's Full Name], residing at [Authorized Person's Address], to [specific action or task] on my behalf. This authorization includes access to necessary documents, information, and the authority to act in situations requiring my personal input from [Start Date] to [End Date].

This letter serves as a formal authorization for [Authorized Person's Full Name] to represent me and make decisions in my absence regarding the specified matter. Please be assured that all actions taken by [Authorized Person's Full Name] on my behalf shall be legally binding and acknowledged as if performed by myself.

Should you require any further verification or information regarding this authorization, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter and your cooperation.

Sincerely,

[Your Signature]

[Your Full Name]