horizontal line

**Sample Letter of Authorization Giving Permission**

**[Date]**

**[Your Name]  
[Your Address]  
City, State, Zip Code**

**[Recipient's Name]  
[Recipient's Address]  
City, State, Zip Code**

**Subject: Authorization to [Action, e.g., Collect Documents]**

**To Whom It May Concern,**

I, [Your Full Name], am writing to confirm that I have granted [Authorized Person's Full Name], holder of identification number [ID Number], the authority to [specific actions or permissions granted], on my behalf.

This authorization is effective from [Start Date] until [End Date]. Please allow the bearer of this letter, [Authorized Person's Full Name], to proceed with the necessary actions as mentioned without any restrictions.

For verification purposes, I have attached a copy of my identification along with this letter. Please do not hesitate to contact me for any required confirmation.

Best Regards,

[Your Name]  
[Your Signature]