
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]