**AUTHORIZATION LETTER**

**From:**

**[AUTHORIZER NAME]**

**[AUTHORIZER ADDRESS]**

**[AUTHORIZER PHONE NUMBER]**

**To:**

**[RECIEVEE NAME]**

**[RECIEVEE ADDRESS]**

**[RECIEVEE PHONE NUMBER]**

Dear [INSERT RECIEVEE NAME],

I, [AUTHORIZER NAME], hereby authorize [INDIVIDUAL BEING GIVEN AUTHORIZATION] to do the following:

1. [INSERT INFORMATION/TASKS]
2. [INSERT INFORMATION/TASKS]
3. [INSERT INFORMATION/TASKS]
4. [INSERT INFORMATION/TASKS]

Thank you in advance for your assistance, and I appreciate your cooperation on this matter. Should you require any further information from me regarding the same, I can be reached at [EMAIL ADDRESS].

This authorization is effective from [START DATE] to [END DATE].

Sincerely,

[NAME]

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[SIGNATURE]

[DATE]