

To: [Name of Person or Department]

From: [Your Name]

Subject: Memorandum of Authority

I am writing to formally authorize [Name of Person or Department] to act on my behalf in matters related to [specific area of authority], with effect from [start date] until further notice.

[Name of Person or Department] will have the authority to make decisions, sign documents, conduct meetings, and take any necessary actions related to [specific area of authority]. They will also have access to all relevant information and resources required to carry out their duties effectively.

I affirm that [Name of Person or Department] has the necessary expertise, skills, and experience to represent me effectively in the specified area of authority, and I trust that they will carry out their duties with professionalism and diligence.

Please let me know if there are any further details or instructions that need to be discussed, or if any changes need to be made to this memorandum of authority.

Thank you for your attention to this matter.

Sincerely,

[Your Name]