**Authorization Letter Format**

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| (Your Name)  (Your Address)  (Your Contact Information)  (Date)  (Recipient Name)  (Recipient Address)  (Recipient Contact Information)  Subject: Granting Authority to Act on Behalf of [Your Name]  Dear [Recipient Name],  I am writing to officially grant authorization to [name of the person you wish to empower], holding the position of [designation], to execute [specified duties]. The scope of this authorization encompasses [outline the extent].  The validity of this authorization will commence on [start date] and conclude on [end date], aligning with my absence during that period. Should you have any inquiries or matters needing attention, please don't hesitate to reach me at [contact information], and I will promptly address them.  Yours sincerely,  [Your Name]  [Hand-written Signature]  (Date)  [Notary or Witness if Required] |