

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]

**Date:** [Insert Date]

**To,**  
The Manager  
MR IT Limited  
[MR IT Limited Address]  
[City, Postal Code]

Dear Sir/Madam,

**Subject: Authorization Letter**

I, [Your Name], hereby authorize [Authorized Person's Name], holding valid identification [ID Type and Number], to act on my behalf for [specific reason for authorization, e.g., collecting documents, signing agreements, or handling certain business matters] related to my account or services at MR IT Limited.

The authorization is effective from [start date] to [end date], after which [Authorized Person's Name] will no longer have permission to act on my behalf. Kindly extend all necessary assistance to [Authorized Person's Name] during this period.

Thank you for your support and cooperation.

Yours sincerely,

[Your Signature]  
[Your Full Name]  
[Your Designation, if applicable]