

Authorization Letter for Official Communication

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], the undersigned, hereby authorize [Authorized Person's Full Name] to act on my behalf in all matters pertaining to [Specify the Purpose, e.g., my official communications, project management, etc.]. This authorization is valid from [Start Date] to [End Date].

[Authorized Person's Full Name] may be contacted at [Authorized Person's Phone Number] and [Authorized Person's Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]