

Exchange Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to exchange [specific item or information] on my behalf. This authorization is valid from [Start Date] to [End Date].

Details of the exchange:

- Item/Information to be exchanged: [Detail]
- Location of exchange: [Location]

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]