**Authorization Letter to Release Information**

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| --- | --- |
| **[Sender's Name]** | [Email] |
| [Date] | [Address] |
|  | [City, State, ZIP] |

To, [Recipient's Name] [Recipient's Address] [City, State, ZIP Code]

Dear Mr. Smith,

I, Jane Doe, am writing this letter to grant authorization to Sarah Johnson, who is acting as my authorized representative ("Agent"), to request and receive information on my behalf from your organization, XYZ Corporation. The purpose of this authorization is to facilitate the disclosure and exchange of relevant information necessary for Sarah Johnson to act on my behalf in matters pertaining to my previous employment at XYZ Corporation.

 I hereby authorize Sarah Johnson to access, review, and collect any documents, records, or information related to my employment history, performance evaluations, benefits, or any other relevant information held by XYZ Corporation. Sarah Johnson is also permitted to sign any necessary documents or agreements that may be required to complete the process or fulfill the purpose of this authorization.

 This authorization is effective from the date of this letter and will remain valid until December 31, 20XX. If there are any changes or updates to this authorization, I will promptly inform XYZ Corporation in writing.

 Please ensure that Sarah Johnson is provided with all the necessary assistance and cooperation required to carry out her responsibilities as my authorized representative. I trust that XYZ Corporation will act in accordance with the laws and regulations regarding the release of information and ensure the confidentiality and security of any personal or sensitive information shared with Sarah Johnson.

 **For verification purposes, please find below the details of my information:**

 Full Name: Jane Doe

Date of Birth: January 15, 19XX

Address: 1234 Elm Street, Riverside, CA 92501

Contact Number: (555) 555-5555

Thank you for your prompt attention to this matter. Should you require any further information or have any questions regarding this authorization, please feel free to contact me at the provided contact information.

Sincerely,

Jane Doe