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| **AUTHORIZATION LETTER** | [Email] |
| Act on My Behalf | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Act on My Behalf

Dear [Recipient's Name],

I hope this letter finds you in good health. I am writing to formally authorize [Authorized Person's Full Name] to act on my behalf in matters related to [Specify the scope of authorization: e.g., financial transactions, legal matters, business negotiations, etc.].

Due to [Reason for Authorization: e.g., travel, medical condition, business commitments, etc.], I am unable to personally attend to the aforementioned matters during the period of [Specify the start and end dates of the authorization period]. Therefore, I have chosen to grant [Authorized Person's Full Name] the authority to act on my behalf.

Please be informed that [Authorized Person's Full Name] has my complete trust and confidence to make decisions on my behalf within the authorized scope. They are fully aware of my preferences and priorities and are committed to acting in my best interests.

The specific actions and decisions [Authorized Person's Full Name] are authorized to make on my behalf include, but are not limited to:

- [List the specific actions or decisions]

I kindly request you to extend your cooperation and provide [Authorized Person's Full Name] with any necessary information, assistance, and support they may require carrying out their duties effectively.

This authorization is valid only for the specified period mentioned above and shall automatically expire upon its completion. If there are any changes to this arrangement, I will promptly inform you in writing.

Please do not hesitate to contact me via [Your Preferred Contact Information] if you require any clarification or confirmation regarding this authorization.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Full Name]

[Your Signature if sending a physical copy]

**Enclosure:** [Optional - List any documents or supporting materials attached]

**CC:** [Optional - List names or departments to whom you're copying the letter]