

*[Senders Name]  
[Address line]  
[State, ZIP Code]*

[Letter Date]

*[Recipients Name]  
[Address line]  
[State, ZIP Code]*

**[Subject: Normally bold, summarizes the intention of the letter]**

Dear [Recipients Name],

This letter is to authorize **[Name]** to stand on my behalf at **[Company Name]** to discuss/receive/attend/speak **[Company matters under your authorization]**. Write more authorities, you are giving to the person in subject.

(remember to put in the signature)

**Sincerely,**

**[Senders Name]  
[Senders Title]**