Sample General Authorization Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in all matters relating to [Specify the scope of authorization, e.g., financial, legal, medical], effective from [Start Date] to [End Date], or until further notice.

This authorization includes, but is not limited to, signing documents, accessing records, making decisions, and representing me in any legal or official capacity. I trust [Authorized Person's Name] to make decisions that are in my best interest.

Kindly consider this letter as a formal authorization and acknowledge receipt of this authorization letter.

Sincerely,

[Your Signature]

[Your Printed Name]