Delegation of Authority Letter

[Your Name]

[Your Title]

[Your Organization]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

Dear [Recipient's Name],

I am writing to formally delegate authority to you during my absence from [start date] to [end date].

You are authorized to make decisions and take necessary actions on my behalf in matters related to [specific areas of delegation].

Please find attached a copy of this delegation letter for your reference. Kindly keep me informed of any significant developments during this period.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Name]