General purpose authorization letter

Subject: Authorization to Represent

Dear [Recipient's Name],

I hereby authorize [Representative's Full Name] to represent me in matters concerning [brief description]. This authorization is general in nature and includes signing necessary documents, receiving information, and acting on my behalf.

Please consider this authorization valid until [end date] unless otherwise revoked.

Regards,

[Your Full Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/representative-or-agent-authorization-letter-to-represent