Professional authorization for document handling

Subject: Authorization to Process Documents

Dear [Recipient's Name],

I hereby authorize [Authorized Person's Name] to process and handle all documents related to [Specify Purpose, e.g., application, registration] on my behalf.

This authorization includes submitting, signing, and collecting all necessary paperwork required to complete the process.

Please extend all assistance to [Authorized Person's Name] in this regard.

Thank you for your cooperation.

Sincerely,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/sample-authorization-letter-to-process-documents