

Standard authorization letter for general purposes

Subject: Authorization to Act on My Behalf

Dear Sir/Madam,

I hereby authorize Mr. Alex Johnson to act on my behalf regarding any matters related to my personal documents and official transactions at your office from September 10th, 2025, to October 10th, 2025. He is fully authorized to submit, collect, and sign necessary documents during this period.

Please provide him with any assistance he may require. Thank you for your cooperation.

Sincerely,

Emily Parker

Get more templates here:

<https://www.lettersandtemplates.com/letters/third-party-authorization-letter>