

# Personal Authorization Letter On My Behalf

**[Your Full Name]**

**[Your Address]**

**[City, State, Zip Code]**

**[Contact Number]**

**[Email Address]**

**[Date]**

**[Recipient's Full Name or Organization's Name]**

**[Recipient's Address or Organization's Address]**

**[City, State, Zip Code]**

Subject: Authorization for Acting on My Behalf

Dear [Recipient's Name or Organization's Representative],

I, [Your Full Name], am writing this letter to formally authorize [Name of Authorized Person] to act on my behalf in my absence. Due to [mention the reason such as travel, illness, etc.], I am unable to manage certain responsibilities and hence, am delegating authority to [Name of Authorized Person].

This authorization permits [Name of Authorized Person] to [list the specific actions they are authorized to perform, such as making decisions, signing documents, handling specific tasks, etc.]. They have full authority to represent me from [Start Date] to [End Date].

I trust that [Name of Authorized Person] will handle these matters with the same attention and discretion as I would. Please extend to them all the courtesies and cooperation that I would receive if I were present.

For verification purposes, [Name of Authorized Person] will provide their identification.

Please do not hesitate to contact me at [Your Contact Number] or [Your Email Address] for any further confirmation or queries related to this authorization.

Your assistance and understanding in this matter are greatly appreciated.

Thank you for your attention and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]