

Formal letter granting clearance authority

Subject: Authorization for Clearance

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf to obtain all necessary clearance documents from [Department/Organization Name]. This authorization includes signing, receiving, and submitting documents as required.

This letter is valid until [End Date]. Please provide all necessary assistance to [Authorized Person's Name] in this matter.

Sincerely,

[Your Name]

[Designation/Position]

[Organization Name]

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