

Authorize someone to perform transactions

Subject: Authorization for Transaction

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to carry out transactions on my behalf with [Organization/Bank Name]. This includes signing any necessary forms, documents, and receipts for transactions up to the amount of [Amount].

This authorization is valid until [End Date]. Please extend your full cooperation to [Authorized Person's Name].

Sincerely,

[Your Name]

[Designation/Position]

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