

## Sample Authorization Letter

**Name:** Include the receiver's name.

**Address:** Include the receiver's address

**Location:** Include receiver's location (Optional)

**Contact No:** Include sender's contact number (Optional)

**Salutation:** You can start your letter with 'dear' 'Mr/Mrs'.

**Body:** The body of the letter should summarize and clarify the contents. Include the recipient's name, position, and department in your cover letter. Assemble this information into a few paragraphs that include keywords from their job title or career field. The tone may also be stated succinctly in one sentence.

**Thank you note-** Thank the reader for acknowledging your request

**Complimentary Closing-** Add formal closing only in authorization letters.

**Name-** Include your full name.

**Date-** Add the present date of sending a letter. This section is optional.