Date:

From,

(Name of sender)  
(Address of sender)  
(Contact number of the sender)

**Subject: Authorization letter for project**

Respected Sir/Madam,

With respect, my name is (tell your name). I am writing this letter in connection with the project (give the name of the project). I would like to tell you that I authorize Mr./Mrs./Ms. (name of the authorized individual) to handle the project work on (state the date here). This is because (tell why you are authorizing this person to complete the project, it may be because you are unavailable, ill, etc.).

The above-said individual will hold the authority to (mention who they hold the authority to).

If you have any questions you can directly contact Mr./Mrs./Ms. (name of the person) through call at (contact number of person) between (tell when this person can be contacted).

Thanking You,

(Give your signature)

(State your name)

(Provide your employee ID or student ID)