

## AUTHORIZATION LETTER

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## Introduction

An authorization letter is practically used in with the main reason being that you want to give someone and authority to do something or give them some responsibilities to carry out on your behalf. It can also be used to ask for permission to carry out certain responsibilities, or to inform another person that you will be replaced by someone else so, to do your work on your behalf.

Writing an authorization is in fact not hard at all, it requires you just to explain the new individual who is being giving permission and also should be informative and straight to the point. May be you are busy or something has come up that will hinder you to smoothly continue with the carrying out of your duties, this letter can come quite in handy in such a situation.

## Authorization letter Tips

How and why write and authorization letter

With similarities to many letters, an authorization letter is also business oriented. You find its use mostly in a business environment. To be able to write the best authorization letter, there are a few guidelines that you need to keep in mind. Having the right and correct information passed out is important especially when you are delegating your duties to someone else. So as you type this letter make sure to

- Use the right tone in the letter. It being an official letter it requires you to keep it formal and direct as you write.
- Long letters or stories, makes the reader get bored and might not comprehend the message well, so keep it brief, short and straight to the point.
- While you are keeping it brief, do not forget to mention the new person who is taking up the responsibilities on your behalf;give detailed information not forgetting the relation of this new person to you.
- Also mention the individual who is giving out the authorization and the reason for authorization.
- Make sure to give the duration of the authorization if possible and also the date starting.

Now you are more than read to send that letter.

## Sample Authorization letter

March 2014

P.O. Box 62000-00200, Nairobi

Nairobi, Kenya

Dear Mr. Anthony,

I am writing to you regarding the Water connection plan that we had talked about earlier this month. I am giving you the authority to work on my home to connect the new water connection system.

I have enclosed here my first down payment amounting, which will serve as the fee for installation. You now have been authorized to start the fixing and connecting the water from today. I will just be waiting for your arrival. Please come as early as possible so that we may enjoy water from the showers.

Please make sure to contact me in the case of any changes or queries.

Sincerely Yours,

Winnie Angaya

## Authorization letter Template

\_\_\_\_\_ (Date)

\_\_\_\_\_ (your address)

We \_\_\_\_\_ (identify yourself) hereby authorize \_\_\_\_\_ (Name of the authorized) to act on our behalf to \_\_\_\_\_ (explain duties or responsibilities) any acts carried out by \_\_\_\_\_ (name of authorized person) on our behalf will have the same impact as if it our own work done.

This authorization is valid until further written notice from \_\_\_\_\_ (organization name) decides to end the authorization. Enclosed are \_\_\_\_\_ (state any important document attached)

Thank you.

Sincerely

\_\_\_\_\_

Full Name:

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