Your Name]   
[Address]   
[Date]

[Recipient Name]   
[Recipient Address]   
  
Dear [Sir, Madam],   
  
I hereby grant [Mr. John Smith] the authorization to [process the documents and sign on my behalf as needed] as described in the scope below. Identity proof details are also provided for verification and authentication purposes.   
  
**Authorized Person**: [John Smith]   
**Identity Type**: [Passport]   
**Identity Number**: [123456]   
**Authorized Person’s Signature**:   
**Scope of Authorization**: [process documents]   
**Start Date**: [start date]   
**End Date**: [end date]   
  
Sincerely,