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,