

[Your Company Letterhead]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]  
[Phone Number]  
[Email Address]

Date: \_\_\_\_\_

To:  
[Recipient's Name or Department]  
[Recipient's Company/Organization]  
[Recipient's Address]

**Subject: Authorization for Release of Blank Document**

Dear [Recipient's Name],

I, \_\_\_\_\_ [Your Name], hereby authorize the release of the following blank document(s) as requested:

- Document Type: \_\_\_\_\_
- Reference Number (if any): \_\_\_\_\_
- Purpose of Release: \_\_\_\_\_

This authorization is granted with the understanding that the document(s) will be used solely for the purpose stated above.

Please contact me at [phone number or email] if further clarification is needed.

Sincerely,

\_\_\_\_\_  
Signature  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
For Office Use Only  
Date of Release: \_\_\_\_\_  
Authorized By: \_\_\_\_\_