

# Email Authorization Form (Temporary Delegation)

This **email authorization form** sample is designed for temporary delegation of access rights. It ensures secure and clear permission transfer through a formal, written consent. Use this template to authorize email use responsibly and efficiently.

## 1. Authorization Details

**Authorizer's Name:**

**Authorizer's Email Address:**

**Delegatee's Name:**

**Delegatee's Email Address:**

## 2. Authorization Period

**Start Date:**

**End Date:**

## 3. Scope of Authorization

Specify the level and limitations of access (e.g., sending, reading emails, managing co

## 4. Additional Instructions or Conditions (Optional)

Any special notes or conditions...

**Date of Authorization:**

**Authorizer's Signature:**

(Type full name as electronic signature)

Submit Authorization