

# Formal Email Authorization Form

This **formal email authorization form** sample is designed for legal purposes, ensuring clear and documented consent for email communications. It helps organizations maintain compliance by outlining the scope and limitations of authorized email use. Use this template to streamline authorization processes and protect legal interests.

Authorization Details

Full Name:

Email Address to Authorize:

Organization (if applicable):

Purpose of Authorization:

Scope of Authorization (check all that apply):

☐ Send Official Communications

☐ Receive Confidential Information

☐ Sign Electronic Documents

☐ Other

Authorization Effective From:

Expires On (if applicable):

Consent & Signature

☐ I hereby authorize the use of the above email address for the stated purpose and understand the scope and limitations of this authorization.

Authorized Person's Signature:

Date:

Submit Authorization

*This form is a sample template and should be reviewed and adapted by legal counsel to fit specific legal requirements and organizational policies.*