To

[The Recipient Name]  
[Designation]

Tom Hanks,

I am writing to give you an authorization for the medical treatment of my father, David Thompson. I will be traveling to London on a business trip from 11th January till 30th January 20XX. During this period, I want you to manage his medical treatment which shall include doctors’ appointments and his medication schedule.

My father has a blocked valve in his heart and also gets bouts of very high blood pressure at times. He needs immediate medical intervention in case he complains of dizziness as it is a clear indication of high blood pressure.

I usually take care of him and take him for regular doctors’ checkups which are scheduled in a biweekly manner. Due to this business trip, however, I won’t be able to take care of him and therefore authorize you to do so.

Please call me at 8029- 893938 in case there is an emergency, or you notice any unusual condition. In the event that I cannot be reached, I give you the authorization to take any necessary precautions or medical treatment for the well-being and good health of my father.

Generally, he remembers to take his medications by himself and would also drive himself to the doctor for his weekly appointments. I just request you to keep an eye on him and authorize whichever intervention his doctors may deem necessary for this period of three weeks that I shall be away.

Please keep updating me periodically regarding his health and make sure he eats on time too. Thank you for your cooperation and effort. I truly appreciate it.

Regards,

Mark Thompson.