

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Authorization Letter for Legal Representation

Dear [Recipient's Name],

I, [Your Full Name], born on [Your Date of Birth], residing at [Your Address], do hereby authorize [Representative's Name], with office located at [Representative's Address], to act on my behalf in all matters related to my legal affairs.

This authorization includes, but is not limited to, the authority to:

1. Represent me in legal proceedings.
2. Sign documents and agreements related to legal matters.
3. Communicate with legal and governmental entities on my behalf.

This authorization is effective from [Start Date] until [End Date/Indefinite].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]