

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorization of Representative

I, [Your Name], the undersigned, hereby appoint [Representative's Name] as my authorized representative to act on my behalf in all matters pertaining to [specific purpose or transaction].

This authorization includes, but is not limited to, the following actions:

- [Action 1]
- [Action 2]
- [Action 3]

This authorization is effective as of [start date] and will remain in effect until [end date or specify "until further notice"].

Please provide [Representative's Name] with the necessary access and information to proceed with the aforementioned actions.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title (if applicable)]
[Notary Section (if required)]