

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Authorized Representative Letter

Dear [Recipient Name],

1. ****Introduction****

- State your purpose for writing the letter.
- Mention your relationship to the individual or entity you are representing.

2. ****Authorization Statement****

- Clearly state that you are authorized to act on behalf of the individual or entity.
- Include any relevant details or documents that support your authorization.

3. ****Scope of Representation****

- Outline the specific actions you are authorized to take.
- Mention any limitations or conditions if applicable.

4. ****Contact Information****

- Provide your contact details for further communication.

5. ****Conclusion****

- Thank the recipient for their attention.
- Express your willingness to provide any additional information if needed.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position (if applicable)]