

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorization of Representative

I hope this letter finds you well. I am writing to formally appoint [Authorized Representative's Name] as my designated representative for [specific purpose or task]. [He/She/They] will act on my behalf in all matters related to [details of the authority granted].

[Authorized Representative's Name] can be reached at [Authorized Representative's Phone Number] and [Authorized Representative's Email Address] for any necessary correspondence or inquiries.

Thank you for your attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me directly.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company/Organization]