

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

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

Dear [Recipient's Name],

Subject: Designation of Authorized Representative

I, [Your Name], hereby designate [Authorized Representative's Name] as my authorized representative to act on my behalf in all matters pertaining to [specific purpose or areas of authority].

This authorization is effective from [start date] until [end date, if applicable], unless revoked in writing earlier. [Authorized Representative's Name] is granted the authority to [briefly describe what the representative is authorized to do].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or verification regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

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