

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

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

Subject: Authorized Representative Letter

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Representative's Name] to act on my behalf in matters concerning [specific purposes, e.g., financial affairs, legal matters, health care decisions, etc.].

This authorization includes [specific details about the authority granted].

This letter is effective as of [start date] and will remain in effect until [end date or until revoked in writing].

Please direct all communications regarding this matter to [Authorized Representative's Name] at [Authorized Representative's Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Notary Public Section]

[Notary Signature & Seal]