

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

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

Subject: Appointment of Authorized Representative

Dear [Recipient Name],

I am writing to formally appoint [Authorized Representative's Name] as my authorized representative for [specific purpose, e.g., handling my financial affairs, managing my legal matters, etc.].

This appointment is effective immediately and will remain in effect until further notice. [Authorized Representative's Name] has my full trust and confidence to act on my behalf in all matters related to [specific purpose].

Please find [Authorized Representative's Name]'s contact information below for your reference:

- Phone: [Authorized Representative's Phone Number]
- Email: [Authorized Representative's Email Address]

Thank you for your attention to this matter. Should you need any additional information or clarification, please feel free to contact me directly.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]