

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

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

Dear [Recipient's Name],

Subject: Request for Authorized Representative

I hope this letter finds you well. I am writing to formally request that [Authorized Representative's Name] be designated as my authorized representative for [specific purpose, e.g., managing my account, accessing information, etc.].

[Authorized Representative's Name] can be reached at [Authorized Representative's Phone Number] and [Authorized Representative's Email Address]. I trust that they will act in my best interests and handle all related matters competently.

Please let me know if you require any additional documentation or information to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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