

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

Dear [Authorized Representative's Name],  
Subject: Notification of Authorized Representation  
I hope this message finds you well.

I am writing to formally notify you that I have designated you as my authorized representative regarding [specific matter or issue]. This designation allows you to act on my behalf and to make decisions relating to [specify areas of authority or issues].

Please find enclosed any necessary documentation that supports this authorization. Should you require any further information or assistance, do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

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