

[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient Name],

Subject: Authorization of Representation

I, [Your Name], in my capacity as [Your Title] of [Your Company/Organization Name], hereby authorize [Authorized Representative's Name] to act on our behalf as our representative regarding [specific matter or purpose].

This authorization includes, but is not limited to, the following rights:

- [Right 1]
- [Right 2]
- [Right 3]

This authorization is effective as of [Start Date] and will remain in effect until [End Date] or until revoked in writing.

Please provide [Authorized Representative's Name] with any necessary assistance during this process. Should you have any questions or require further confirmation, feel free to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]