

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

Dear [Recipient Name],

Subject: Authorization of Representation

I am writing to formally designate [Authorized Representative's Name] as my authorized representative for [specific purpose or task]. This authorization is effective from [start date] to [end date].

[Authorized Representative's Name] has the authority to [specific powers granted, e.g., sign documents, make decisions, etc.], and I trust their judgment and expertise in representing my interests in this matter.

Please feel free to contact me directly should you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company/Organization]