

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally recommend [Authorized Representative's Name] for the position of authorized representative for [specific purpose or project]. Having worked closely with [him/her/them] at [Your Organization] for [duration], I have witnessed firsthand [his/her/their] exceptional skills in [specific skills or traits relevant to the role].

[Paragraph detailing specific experiences, achievements, or contributions of the authorized representative, emphasizing their qualifications and character.]

I believe that [Authorized Representative's Name] would be an invaluable asset as an authorized representative and will uphold the highest standards of professionalism.

Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

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