

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

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

Dear [Recipient's Name],

I, [Your Name], hereby appoint [Representative's Name] as my authorized representative to act on my behalf in all matters pertaining to [specific purpose or issue].

This authorization is effective immediately and will remain in effect until [end date or condition].

Thank you for your attention to this matter.

Sincerely,

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