

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

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

Dear [Recipient's Name],

Subject: Designation of Authorized Representative

I, [Your Name], hereby designate [Authorized Representative's Name] as my authorized representative for [specific purpose, e.g., legal matters, financial transactions, etc.]. This designation grants [him/her/them] the authority to act on my behalf in all matters related to [specific subject or area of authority].

[Authorized Representative's Name] can be reached at the following contact information:

[Authorized Representative's Address]
[City, State, Zip Code]
[Authorized Representative's Email Address]
[Authorized Representative's Phone Number]

This authorization is effective immediately and will remain in effect until [specify end date or condition for termination, if applicable].

Please let me know if you require any further information or documentation regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]