

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

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Appointment of Authorized Representative

I, [Your Name], hereby appoint [Authorized Representative's Name] as my authorized representative for [specific purpose or matter, e.g., handling my account, submitting documents, etc.], effective immediately.

[Authorized Representative's Name] is authorized to act on my behalf in all matters related to [specific details or scope of authority].

Should you have any questions or require further verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]