

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Appointment of Authorized Representative

Dear [Recipient Name],

We are pleased to inform you that [Your Company Name] hereby appoints you as our Authorized Representative effective [start date]. In this capacity, you will be responsible for [describe responsibilities], and you are authorized to act on behalf of [Your Company Name] in matters related to [specific areas of authority].

This appointment is valid until [end date or condition for termination], unless otherwise revoked in writing by [Your Company Name].

Please sign below to acknowledge your acceptance of this appointment.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

I, [Recipient Name], accept the appointment as Authorized Representative as outlined above.

Signature: _____

Date: _____