

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorization of Representative

We are writing to formally designate [Representative's Name] as our authorized representative for [specific purpose or project] effective [start date]. [He/She/They] has our full support and authority to act on our behalf in all matters related to this matter.

Please extend your cooperation to [Representative's Name] and provide all necessary assistance to facilitate a seamless execution of duties.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]