

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorization of Representation

I, [Your Name], the undersigned, hereby authorize [Authorized Representative's Name] to act on behalf of [Your Company] regarding [specific matters or tasks]. This authority includes, but is not limited to, [list specific powers or actions].

This authorization is valid from [start date] to [end date], unless revoked or extended in writing.

Please provide [Authorized Representative's Name] with the necessary information and assistance in fulfilling these responsibilities.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company]