

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

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

Dear [Recipient's Name],

Subject: Authorization for Representation

I, [Your Full Name], hereby authorize [Authorized Representative's Full Name] to act on my behalf in all matters related to [specific purpose or context] with [Company/Organization Name] effective from [start date] to [end date].

[Authorized Representative's Full Name] will have full authority to [describe specific powers or responsibilities, e.g., sign documents, make decisions, etc.].

Please provide them with any necessary assistance and information they may require during this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization Name, if applicable]