

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Authorization of Representative

I hope this letter finds you well. I am writing to formally authorize [Authorized Representative's Name] to act on my behalf in all matters related to [specific purpose or context, e.g., my account, project, etc.] with [Company/Organization Name].

[Authorized Representative's Name] can be reached at [Authorized Representative's Phone Number] and [Authorized Representative's Email Address]. I trust them to handle all necessary communications and decisions regarding this matter.

Please provide [Authorized Representative's Name] with the same level of access and information that I would receive. I appreciate your cooperation in facilitating this arrangement.

Thank you for your attention to this matter. Please feel free to contact me directly if you have any questions or require further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]