

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appointment of Authorized Representative

I, [Your Name], of [Your Company/Organization Name], hereby appoint  
[Authorized Representative's Name] as my authorized representative  
effective immediately.

[Authorized Representative's Name] will act on my behalf for the purposes  
of [specify the purpose, e.g., managing accounts, making decisions,  
signing documents, etc.].

Please give [Authorized Representative's Name] the same courtesies and  
consideration as you would me in all related matters.

Should you have any questions, please do not hesitate to contact me at  
[Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company/Organization Name]