

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Designation of Authorized Representative

I, [Your Name], hereby designate [Authorized Representative's Name] as my authorized representative to act on my behalf regarding [specific matters or purposes].

This designation is effective as of [start date] and will remain in effect until [end date or until further notice].

Please feel free to contact me at [your phone number or email] for any questions regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]