

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appointment of Authorized Representative

We, [Your Company's Name], hereby appoint [Representative's Full Name] as our authorized representative effective immediately. This appointment empowers [him/her/them] to act on behalf of our company concerning [specific matters or scope of authority].

[Representative's Full Name] can be reached at [phone number] and [email address] for any correspondence regarding this appointment.

Please acknowledge this letter as official confirmation of [his/her/their] role as our authorized representative.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Title]

[Your Company's Name]

[Contact Information]