

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally designate [Authorized Representative's Name] as my authorized representative for [specific purpose or situation, e.g., to handle all matters related to project X, negotiations, etc.].

[Authorized Representative's Name] holds [his/her/their] position as [Position or Title] at [Your Company] and will act on my behalf in all communications and negotiations pertaining to the aforementioned matters. Please feel free to reach out to [Authorized Representative's Name] at [Authorized Representative's Email] or [Authorized Representative's Phone Number] for any queries or further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company]