

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

Dear [Recipient Name],

I am writing to confirm that [Authorized Representative's Name] is designated as an authorized representative of [Your Company/Organization Name]. This authorization grants them the authority to act on our behalf regarding [specific matters or decisions they are authorized to handle]. [Authorized Representative's Name] has been employed with [Your Company/Organization Name] since [start date] and possesses the necessary expertise and integrity to represent our interests effectively. Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]