

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

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Authorized Representative Letter

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Representative's Name] to act as my representative in all matters related to [specific purpose or context, e.g., business transactions, legal matters, etc.].

This authorization is effective immediately and will remain in effect until [end date or "further notice"].

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]