

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

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

Dear [Recipient's Name],

Subject: Authorization for Representative Role

I, [Your Name], hereby authorize [Authorized Representative's Name] to act as my representative in matters concerning [specific matters/issues] on my behalf. This authorization is valid from [start date] to [end date].

[Authorized Representative's Name] is granted full authority to [describe the specific powers or actions the representative can take].

Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]