

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

Dear [Recipient Name],

Subject: Authorized Representative

I am writing to formally designate [Representative's Name] as my authorized representative to act on my behalf in relation to [specific matters or issues]. This authorization is effective as of [start date] and will remain in effect until [end date or "until further notice"].

[Representative's Name] is authorized to [list specific powers or actions they can take, e.g., "access information, make decisions, and communicate with relevant parties regarding my account/matters related to..."].

Please let me know if you require any further information or documentation to complete the authorization process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]