

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Authorization Letter for DHS Business Operations

Dear [Recipient's Name],

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize [Authorized Person's Name] to act on behalf of our company regarding all matters related to the Department of Homeland Security (DHS) as it pertains to our business operations.

This authorization includes, but is not limited to, the submission of documents, attending meetings, and receiving information pertinent to our business dealings with DHS.

This letter is effective as of [Start Date] and will remain in effect until [End Date], unless revoked in writing beforehand.

Should you require any further information or verification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]