

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

[Recipient Name]
[Recipient Title]
[Department of Homeland Security]
[Address]
[City, State, Zip Code]

Subject: Authorization Letter

Dear [Recipient Name],

I, [Your Name], am writing to authorize [Authorized Person's Name] to act on my behalf in matters concerning [specific purpose, e.g., application, request, etc.].

Details of the Authorized Person:

- Name: [Authorized Person's Name]
- Relationship: [Relationship to you]
- Contact Information: [Phone Number, Email Address]

The scope of this authorization includes, but is not limited to:

1. [Specific Task or Duty #1]
2. [Specific Task or Duty #2]
3. [Specific Task or Duty #3]

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

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any questions or further verification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]