

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

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

Subject: Authorization Letter for Personal Use

Dear [Recipient Name],

I, [Your Full Name], born on [Your Date of Birth], and currently residing at [Your Address], hereby authorize [Authorized Person's Name], with identification number [ID Number] and relationship to me [Relationship], to act on my behalf regarding my personal matters with the Department of Homeland Security.

This authorization grants [Authorized Person's Name] the right to access my personal records, information, and to make inquiries as necessary.

This authorization is valid until [Expiration Date], unless revoked by me in writing prior to that date.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]