

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department of Homeland Security (DHS)]
[Address]
[City, State, Zip Code]
Subject: Authorization Letter
Dear [Recipient's Name],
I, [Your Name], am writing to formally authorize [Authorized Person's Name] to act on my behalf regarding matters related to my [specify the purpose, e.g., immigration status, application, etc.] with the Department of Homeland Security.
[Authorized Person's Name] is my [relationship, e.g., attorney, relative, etc.] and has my full permission to receive information, submit documents, and make inquiries regarding this matter.
Please provide [Authorized Person's Name] with any assistance necessary to facilitate this process.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]