

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

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

Subject: Authorization Letter

Dear [Recipient Name],

I, [Your Full Name], am writing to authorize [Authorized Person's Name] to act on my behalf regarding matters pertaining to the Department of Homeland Security. This authorization includes, but is not limited to, accessing my records and submitting documents required for my application under [specific program or service].

Details of the Authorized Person:

- Name: [Authorized Person's Full Name]
- Relationship: [Your relationship to the authorized person]
- Contact Number: [Authorized Person's Phone Number]
- Email Address: [Authorized Person's Email Address]

This authorization is valid from [Start Date] to [End Date].

Thank you for considering this request. Please feel free to contact me at the above phone number or email address should you require further information.

Sincerely,

[Your Signature]
[Your Printed Name]