

[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], hereby authorize [Authorized Person's Name] to act on my behalf regarding all matters related to [specific purpose, e.g., immigration application, visa processing, etc.] with the Department of Homeland Security.

This authorization includes but is not limited to completing and submitting forms, receiving decisions, and handling any correspondence necessary to facilitate this process.

Please allow [Authorized Person's Name] to access all relevant information and documentation needed to assist me in this matter.

Thank you for your attention to this authorization. Should you have any questions or require further verification, please feel free to contact me at the provided phone number or email address.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Date of Birth]
[Your Identification Number (if applicable)]