

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

[Recipient Name]
[Recipient Title]
[Department of Homeland Security]
[Office 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 in all matters related to [specific purpose or reason for authorization]. This authorization includes, but is not limited to, accessing my information, submitting documents, and receiving correspondence regarding my case.

This authorization is effective from [start date] to [end date] unless revoked by me in writing.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title, if applicable]