

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

[Recipient's Name]
[Recipient's Title]
[Department of Homeland Security]
[Office Address]
[City, State, ZIP Code]

Subject: Authorization Letter

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf concerning matters related to [specific purpose or context, e.g., immigration application, travel authorization, etc.] with the Department of Homeland Security.

The details of the authorized person are as follows:

- Full Name: [Authorized Person's Name]
- Address: [Authorized Person's Address]
- Phone Number: [Authorized Person's Phone Number]
- Email Address: [Authorized Person's Email Address]

This authorization is effective from [start date] to [end date], and I affirm that the authorized person has my full consent to discuss and manage matters pertaining to my case. Should you require any further information or clarification, please do not hesitate to contact me at the above-listed phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]