

[Your Name]  
[Your Title]  
[Your Organization]  
[Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department of Homeland Security]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Authorization for [Purpose of Authorization]  
Dear [Recipient's Name],  
I am writing to formally authorize [Authorized Individual's Name],  
[Title/Position], to act on behalf of [Your Organization] regarding  
[specific purpose or action]. This authorization is effective from [start  
date] to [end date].  
Please allow [Authorized Individual's Name] to access any necessary  
information and take actions required to fulfill this purpose.  
Should you require any further information or clarification, please do  
not hesitate to contact me.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Organization]