

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

Dear [Recipient Name],

Subject: Authorization for DHS Access

I am writing to formally authorize [Name of Authorized Person] to act on behalf of [Your Organization] in relation to accessing and managing information pertaining to the Department of Homeland Security (DHS) records and systems.

This authorization is effective immediately and will remain in effect until [specific expiration date or "revoked in writing"]. [Name of Authorized Person] is permitted to perform the following actions:

1. [Action 1]
2. [Action 2]
3. [Action 3]

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further verification or details regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]