

[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 Full Name], hereby authorize [Authorized Person's Name] to act on my behalf regarding all matters related to my application for [specify the purpose, e.g., visa, immigration status, etc.] with the Department of Homeland Security. This authorization includes, but is not limited to, the submission of documents, obtaining information, and receiving any correspondence on my behalf.

I confirm that [Authorized Person's Name] has my full consent to represent me in this matter. This authorization is valid until [specify an expiration date, if applicable].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Date of Birth]

[Your Case Number or Reference Number, if applicable]