

[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 for DHS Representation
Dear [Recipient Name],
I, [Your Name], hereby authorize [Authorized Person's Name] to act on my behalf in matters concerning the Department of Homeland Security. This authorization includes, but is not limited to, accessing information, signing documents, and representing me in all related affairs.
Details of the Authorized Person:
- Name: [Authorized Person's Name]
- Relationship: [Your Relationship]
- ID Number: [Authorized Person's ID Number]
This authorization is valid from [Start Date] to [End Date], unless revoked in writing prior to the expiration date.
Please feel free to contact me at [Your Phone Number] or [Your Email] should you require any further information or clarification.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position (if applicable)]