

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

Subject: Declaration of Authorized Entity

Dear [Recipient Name],

I, [Your Name], in my capacity as [Your Position] at [Your Organization], hereby declare that [Authorized Entity Name] is authorized to act on behalf of [Your Organization] for the following purposes:

1. [Purpose 1]
2. [Purpose 2]
3. [Purpose 3]

This authorization is effective as of [Start Date] and will remain in effect until [End Date or "until further notice"].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

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