

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], hereby appoint [Authorized Representative's Name] as my authorized financial representative. This authorization allows [him/her/them] to access and manage all financial matters on my behalf, including but not limited to [specific financial duties or access]. This authorization is effective immediately and will remain in effect until [end date or condition for termination].

Please find enclosed any necessary documentation to facilitate this authorization. Should you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]