

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorized Individual Notification

I hope this letter finds you well.

This letter is to inform you that [Authorized Individual's Name] has been designated as the authorized individual to [briefly describe the reason for authorization, e.g., handle specific tasks, manage accounts, etc.] on behalf of [Your Company/Organization Name].

[Authorized Individual's Name] can be reached at [Authorized Individual's Contact Information] for any inquiries or actions related to this authorization.

Please ensure that all necessary protocols are observed when coordinating with [Authorized Individual's Name].

Thank you for your attention to this matter.

Sincerely,

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