

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorization for [Representative's Name] as Authorized Representative

I, [Your Full Name], hereby authorize [Representative's Name], [Representative's Title or Relation, if applicable], to act as my authorized representative in all matters concerning [specific issue or service, e.g., "my account," "my application," etc.] with [Company/Organization Name].

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

Please provide [Representative's Name] with the necessary information and assistance as needed to handle this matter on my behalf.

Thank you for your attention to this request.

Sincerely,

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