

# Notification of Power of Attorney Assignment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that I have assigned a Power of Attorney to [Agent's Name], effective as of [Effective Date]. This authorization grants [Agent's Name] the legal authority to act on my behalf in matters pertaining to [specify the matters, e.g., financial affairs, healthcare decisions, etc.].

The details of the Power of Attorney are as follows:

- **Agent's Name:** [Agent's Full Name]
- **Agent's Address:** [Agent's Address]
- **Effective Date:** [Effective Date]
- **Scope of Authority:** [Brief description of authority]

Should you have any questions or require further verification of this assignment, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]