

Power of Attorney Appointment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as formal notification of the appointment of [Agent's Name] as my Power of Attorney, effective immediately.

As my appointed agent, [Agent's Name] is authorized to act on my behalf in all legal and financial matters, in accordance with the laws governing this power.

I have complete trust in [Agent's Name]'s ability to handle my affairs and urge all relevant parties to cooperate fully with them in this role.

If you have any questions or require further confirmation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]