

# Power of Attorney Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

This letter serves as a formal notification that I, [Your Name], residing at [Your Address], have appointed [Agent's Name] as my Attorney-in-Fact for legal matters, effective as of [Date of Effectiveness].

[Agent's Name] shall have the authority to act on my behalf in all matters regarding legal decisions, including but not limited to:

- Signing documents
- Representing me in legal proceedings
- Accessing my legal and financial information

This Power of Attorney will remain in effect until revoked in writing by me. Please acknowledge this notification and afford [Agent's Name] the necessary rights to act under this directive.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]