

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

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorization for Arbitration Proceedings

I, [Your Name], hereby authorize [Name of Authorized Representative] to act on my behalf in all matters pertaining to the arbitration proceedings regarding [Brief Description of Dispute].

This authorization includes the right to represent me in hearings, submit documents, and engage in negotiations as necessary for the successful resolution of this matter.

This authorization is effective as of [Effective Date] and will remain in effect until the arbitration process is concluded or until formally revoked by me in writing.

Thank you for your attention to this matter. Should you need any further information or clarification, please do not hesitate to contact me.

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