

# Appointment of Tax Representative

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], hereby appoint [Tax Representative's Name] of [Tax Representative's Company Name], with the following address [Tax Representative's Address], as my authorized Tax Representative for the purpose of [specific purpose of representation, e.g., filing tax returns, dealing with the IRS, etc.].

This appointment is effective immediately and will remain in effect until [insert end date or conditions for termination].

Thank you for your attention to this matter. Should you have any questions, please feel free to contact me at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]