

# Taxpayer Representation Designation Letter

Date: [Insert Date]

To: [Insert Name of Tax Authority]

Address: [Insert Address of Tax Authority]

Subject: Taxpayer Representation Designation

Dear [Insert Name of Tax Authority],

I, [Your Full Name], hereby designate [Representative's Full Name], [Title/Position], from [Firm/Company Name], as my authorized representative for the purposes of managing my tax affairs.

This authorization is effective as of [Start Date] and will remain in effect until [End Date] unless revoked in writing by me.

Attached are my identification information and the necessary forms for verification. Please feel free to communicate directly with my representative regarding any tax matters related to my account.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]