

# Authorization Letter

**Date:** [Insert Date]

**To Whom It May Concern,**

I, [Your Full Name], the undersigned, hereby authorize [Representative's Full Name], holding the position of [Representative's Position], as my legal representative to act on my behalf for all matters pertaining to interactions with [Government Agency/Department Name].

This authorization includes, but is not limited to, the authority to submit documents, attend meetings, and receive information regarding [specific matters or purposes].

This authorization is valid from [Start Date] to [End Date]. I hereby affirm that I will ratify and confirm all actions taken by my representative in accordance with this authorization.

Should you have any questions regarding this authorization, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]

[Your Contact Information]