

Tax Filing Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], hereby authorize [Tax Representative's Full Name] of [Company Name] to act on my behalf in matters related to my tax filing for the tax year [Insert Year]. This authorization includes the authority to prepare and file my tax return, represent me before the Internal Revenue Service (IRS), and receive any tax-related information pertinent to my account.

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number (last four digits): [Last Four Digits]
- Address: [Your Full Address]
- Contact Number: [Your Contact Number]

In addition, I authorize the above-named representative to make any necessary inquiries and access any supporting documentation needed for the tax preparation process.

This authorization is valid for the period of [Insert Start Date] to [Insert End Date].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]