

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address line 1]

[City, State, Zip Code]

RE: AUTHORIZATION OF AGENCY REPRESENTATIVE

To Whom It May Concern,

This letter serves as formal notification that **[Name of Representative]**, holding the title of **[Job Title]**, is officially authorized to act as a representative on behalf of **[Name of Agency]**.

In this capacity, the aforementioned individual is authorized to execute the following actions:

- Sign contracts and legal agreements.
- Submit official reports and documentation.
- Communicate and negotiate terms regarding [Specific Project or Department].
- [Insert additional authority or "N/A"].

This authorization is effective as of [Start Date] and shall remain in effect until [End Date or "further notice"]. Any documents signed by the authorized representative within the scope of this letter shall be considered legally binding for the agency.

Should you require verification of this authorization, please contact [Name of Verifier] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name of Authorizing Official]

[Title of Authorizing Official]

[Agency Name]