|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Authority Letter**  Letter to Represent |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   Dear Ms. Johnson,  I hope this letter finds you well. I am writing to formally authorize Ms. Emily Williams to act on my behalf in all matters related to interactions with the Internal Revenue Service (IRS). This authorization is effective from August 15, 20XX, until further notice.  I understand that my authorized representative will have the authority to perform the following tasks on my behalf:   * Obtain information regarding my tax account(s), including any notices or correspondence from the IRS. * Discuss and resolve any issues, inquiries, or disputes related to my tax matters. * Provide documentation, respond to inquiries, and handle any necessary paperwork or forms on my behalf.   I authorize Ms. Emily Williams to receive and review confidential information regarding my tax records, file and sign documents, and make decisions on my behalf, as necessary. I trust that Ms. Williams will represent my best interests and provide accurate and complete information to the IRS.  Please find attached a copy of Ms. Emily Williams' identification and a signed copy of this authorization letter. Should you require any additional documentation or information, please do not hesitate to contact me at the provided contact details.  I kindly request that you update your records to reflect this authorization and direct all future correspondence and communications regarding my tax matters to Ms. Emily Williams at the following contact information:   * Ms. Emily Williams * 123 Maple Lane * Springfield, IL 62703 * Email: emily.williams@email.com * Phone: (555) 987-6543   I appreciate your attention to this matter and the assistance you provide to facilitate a smooth interaction with the IRS. Thank you for your prompt action in processing this authorization.  Sincerely,  John Doe |