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| **Authority Letter** | [Email] |
| Represent Tax Matters | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization to Represent [Your Name] – Tax Matters

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally authorize [Authorized Representative's Full Name] to act on my behalf in all matters related to interactions with the Internal Revenue Service (IRS). This authorization is effective from [Start Date] 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.
* Attend meetings, hearings, or conferences with the IRS if required.

I authorize [Authorized Representative's Full Name] 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 [Authorized Representative's Full Name] will represent my best interests and provide accurate and complete information to the IRS.

Please find attached a copy of [Authorized Representative's Full Name]'s 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 [Authorized Representative's Full Name] at the following contact information:

[Authorized Representative's Full Name]

[Authorized Representative's Address]  
[City, State, ZIP Code]

[Email Address]

[Phone Number]

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,

[Your Signature]  
[Your Printed Name]