[Your Name/Entity Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Custodian/Tax Officer]
[Department Name]
[Government Tax Authority Name]
[Authority Address]
[City, State, Zip Code]

RE: Letter of Representation for [Taxpayer Name] - Tax ID: [Tax ID Number]

To Whom It May Concern,

I am writing to formally notify the [Government Tax Authority Name] that [Representative Name/Firm Name] has been appointed to act as the authorized representative for [Taxpayer Name] regarding [Type of Tax, e.g., Income Tax/VAT] for the tax periods ending [List Periods].

Accordingly, please direct all future correspondence, notices, and inquiries related to these matters to the following address:

[Representative Name]
[Representative Firm]
[Mailing Address]
[Phone Number]

Attached to this letter, please find a signed [Form Number, e.g., Power of Attorney Form] granting the aforementioned representative the authority to receive confidential information and perform all acts necessary regarding the specified tax matters.

Please update your records to reflect this representation effective immediately. Should you require any further documentation or information, please contact me directly.

Sincerely,

[Signature]
[Typed Name]
[Title/Capacity]