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

[Date]

[Representative Name]
[Firm Name]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Execution of Tax Power of Attorney

Dear [Representative Name],

Please find enclosed the signed and executed Power of Attorney form (Form [e.g., 2848 or State Form Number]) regarding my tax matters.

I hereby authorize you to act as my representative before the [IRS / State Department of Revenue] for the following matters:

- **Tax Type:** [e.g., Income Tax, Sales Tax]
- **Tax Form(s):** [e.g., 1040, 1120]
- **Tax Period(s):** [e.g., 2021, 2022, 2023]

Under this instruction, you are authorized to receive confidential information and perform all acts necessary regarding these specific tax years and forms. This includes, but is not limited to, signing consents, requesting transcripts, and representing me during audits or negotiations.

This authorization shall remain in effect until [Date] or until I provide written notice of revocation. Please acknowledge receipt of this document and inform me once the form has been successfully filed with the appropriate tax authorities.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Social Security Number or TIN]