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| |  | | --- | |  | | **Authority Letter**  Sign Documents on My Behalf | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization to Sign Documents on My Behalf  Dear Ms. Johnson,  I, John Smith, residing at 456 Park Avenue, New York City, NY, 10001, hereby grant my full authorization to Michael Anderson, who is appointed as my authorized agent, to act on my behalf in all matters related to signing documents on my behalf with your esteemed organization, ABC Corporation. This authorization is valid from August 15, 20XX, to December 31, 20XX, unless revoked earlier in writing.  I trust Michael Anderson to execute all necessary actions in good faith and in the best interest of myself, John Smith, in relation to the following matters but not limited to:   * Signing and executing legal contracts, agreements, and any amendments thereto. * Handling financial transactions, including but not limited to banking, invoicing, and payments. * Engaging in official correspondence with relevant parties. * Representing me in meetings or any official gatherings where my signature is required.   I hereby acknowledge that any commitments, agreements, or actions undertaken by Michael Anderson within the scope of this authorization shall have the same effect as if I have personally signed them. I shall not hold ABC Corporation liable for any actions taken by Michael Anderson while acting in good faith under this authorization.  This authorization letter also grants Michael Anderson access to any relevant information or documents required to fulfill his duties on my behalf.  If there are any changes to the scope of this authorization or if I choose to revoke this authorization before the specified end date, I will promptly inform Ms. Samantha Johnson in writing.  Kindly acknowledge receipt of this authorization letter and confirm that you have added Michael Anderson as my authorized agent in your records.  Thank you for your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me at (555) 123-4567 or [email protected].  Sincerely,  John Smith | |