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| **Authorization Letter** | [Email] |
| Authorization from Property Owner | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Letter of Authorization for Property Owner

Dear Ms. Johnson,

I, John Smith, am the lawful owner of the property located at 789 Pine Lane, Springfield, IL 62703, and I hereby grant authorization to Alice Williams to act on my behalf in all matters concerning the said property. The purpose of this letter is to authorize Alice Williams as my agent with full authority to represent me and undertake any necessary actions in relation to the property.

**The scope of authority includes, but is not limited to:**

* Negotiating and signing any contracts or agreements related to the property, including lease agreements and maintenance contracts.
* Handling any property-related financial transactions, such as collecting rent, making payments, or depositing funds into a designated account.
* Communicating with relevant authorities, tenants, contractors, and other parties involved in property management on my behalf.
* Making decisions regarding repairs, renovations, and improvements to the property, subject to any budgetary limitations previously discussed with me.
* Handling any legal matters, disputes, or inquiries related to the property in consultation with legal counsel if necessary.

 I understand that any actions taken by Alice Williams as my agent will have the same effect as if I had taken those actions myself. I hold Alice Williams completely accountable for all activities carried out on my behalf regarding the property.

 This authorization shall be effective from the date of this letter and will remain in effect until revoked in writing by me. Alice Williams will be required to provide this letter of authorization whenever it is requested by any relevant party as proof of her authority.

 Please consider this letter as a formal and legally binding authorization for Alice Williams to act as my agent for the purposes outlined above. If you require any additional information or documentation, please do not hesitate to contact me at (555) 123-4567 or john.smith@email.com.

 Thank you for your attention to this matter.

 Sincerely,

 John Smith