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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 Letter to Sign Documents on My Behalf  Dear Mr. Smith,  I hope this letter finds you well. I am writing to officially authorize my trusted representative, Ms. Emily Parker, to act as my agent and sign documents on my behalf for matters related to business transactions with XYZ Corporation.  Due to my scheduled overseas business trip from August 15, 20XX, to September 5, 20XX, I may not be physically present to sign important documents in person. Therefore, I grant Ms. Parker full authority to execute, sign, and deliver any documents or agreements that may require my signature during the period of authorization, starting from August 10, 20XX, until September 10, 20XX.  I affirm that any action taken by Ms. Parker within the scope of this authorization letter will have the same legal effect as if I had personally performed and signed them. This authorization includes but is not limited to:   * Signing contracts and agreements on my behalf. * Participating in legal proceedings on my behalf. * Undertaking financial transactions and obligations on my behalf. * Representing me in any official matters where my signature or presence is required.   I trust Ms. Parker completely and believe that she will act in my best interests while carrying out the responsibilities mentioned above. I kindly request that XYZ Corporation recognizes and honors this authorization letter during the specified period.  Please feel free to contact me at +1 (555) 123-4567 or john.doe@email.com if you require any further clarification or verification regarding this authorization.  Thank you for your attention to this matter.  Sincerely,  John Doe | |  | |