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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] | | |  | | --- | |  | |  |   Dear Jennifer Brown,  I hope this letter finds you well. I am writing to formally grant authorization to Emily Johnson, who is also known as my authorized agent, to sign documents on my behalf. I trust Emily Johnson completely and believe that she possesses the necessary knowledge and judgment to represent my interests appropriately.  This authorization is effective from the date of this letter until further notice. During this period, Emily Johnson is authorized to sign any documents related to business contracts, agreements, legal forms, financial transactions, or any other necessary paperwork on my behalf.  Please be informed that Emily Johnson is not authorized to make any decisions or commitments beyond the scope of the documents she is signing on my behalf. Any responsibilities assigned to Emily Johnson are limited to the specified documents and are subject to the terms and conditions outlined within them.  I kindly request you to recognize the authority of Emily Johnson as my agent and to accept her signature on my behalf. You may request Emily Johnson's identification or any additional documentation for verification purposes if deemed necessary.  Thank you for your understanding and cooperation in this matter. If you have any questions or require further clarification, please feel free to contact me at (555) 123-4567 or john.smith@email.com.  Sincerely,  John Smith |