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

TO [Receiver Name] [Receiver Title]

**Subject:** Letter of Authorization for Emily Johnson

Dear Property Management Services,

I, John Smith, the legal owner of the property located at 789 Oak Street, New York, NY 10003, hereby grant authorization to Emily Johnson as my duly appointed representative and agent with full authority to act on my behalf in all matters concerning the said property.

This authorization is effective from August 15, 20XX and shall remain valid until December 31, 20XX, unless otherwise terminated in writing by me.

**The scope of authority granted to Emily Johnson includes but is not limited to:**

* Representing me in all interactions with local authorities, government offices, and any other relevant parties in connection with the property at 789 Oak Street, New York, NY 10003.
* Negotiating, signing, and executing any contracts, agreements, or other legal documents related to the property on my behalf.
* Managing and overseeing the maintenance, repair, or renovation works on the property, including hiring contractors and making necessary decisions related to such projects.
* Handling any financial matters pertaining to the property, including collecting and disbursing funds, and signing checks or financial documents related to the property, as required.
* Taking any necessary legal actions, including but not limited to initiating and defending legal proceedings, in connection with the property.

I shall hold full responsibility for all actions and decisions made by Emily Johnson while acting as my authorized agent.

Please recognize Emily Johnson as my lawful representative and extend the same courtesies and cooperation as you would to me in all matters concerning the property at 789 Oak Street, New York, NY 10003.

If you require any further verification or documentation to confirm the authenticity of this Letter of Authorization, please do not hesitate to contact me at john.smith@email.com or (555) 123-4567.

Thank you for your prompt attention to this matter.

Sincerely,

John Smith