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| **Authority Letter** | [Email] |
| Sign Documents on My Behalf | [Address] |
|  | [Phone] |

**Subject:** Authorization Letter to Sign Documents on My Behalf

Dear Mr. Smith,

I hope this letter finds you well. I am writing to formally authorize my trusted representative, Ms. Emily Johnson, to act as my agent and sign documents on my behalf in relation to the upcoming merger negotiations with XYZ Corporation. The purpose of this authorization is to ensure efficient and timely handling of important matters when I am unavailable or unable to be physically present.

* Agent's Full Name: Ms. Emily Johnson
* Agent's Address: 789 Elm Street, Smithville, USA
* Agent's Contact Number: +1 (555) 789-1234
* Agent's Email Address: emily.johnson@email.com

I, James Anderson, hereby grant Ms. Emily Johnson full authority to execute any necessary documents, agreements, contracts, or any other legal instruments pertaining to the merger negotiations with XYZ Corporation. This authorization includes the power to make decisions and engage in actions that are necessary and appropriate to carry out the merger negotiations effectively.

This authorization shall remain valid from August 10, 20XX, to September 30, 20XX, unless otherwise revoked in writing before the expiry date. I reserve the right to revoke this authorization at any time, and I will promptly notify you in writing of any such revocation.

I kindly request that you recognize Ms. Emily Johnson as my authorized agent and accept any documents or agreements duly signed by her as if they were signed by me personally. Any act or document executed by Ms. Emily Johnson within the scope of this authorization shall be considered legally binding on my behalf.

Please feel free to contact me directly at +1 (555) 123-4567 or james.anderson@email.com if you have any questions or require any further verification.

Thank you for your understanding and cooperation in this matter.

Sincerely,

James Anderson