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

TO [Receiver Name] [Receiver Title]

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

Dear Mr. Anderson,

I, Jane Doe, am the lawful owner of the property located at 789 Willow Lane, Hilltop City, State ville. I am writing this letter to grant authorization to Mr. John Smith to act as my agent and represent me in all matters concerning the aforementioned property.

This Letter of Authorization is issued to authorize Mr. John Smith as my duly appointed representative with full authority to undertake the following actions on my behalf:

1. Engage in negotiations, discussions, and agreements related to the property located at 789 Willow Lane, Hilltop City, Stateville, with third parties, including potential buyers, tenants, or other interested parties.

2. Sign and execute any necessary documents, contracts, or agreements pertaining to the property, including lease agreements, purchase agreements, and other relevant contracts.

3. Obtain and review any documents, records, or information related to the property, as required to fulfill his duties as my representative.

4. Represent me in any legal matters or proceedings concerning the property, should such situations arise.

Mr. Smith shall act in accordance with my best interests and exercise good judgment when making decisions on my behalf. I trust that he will handle all matters related to the property with professionalism and diligence.

This authorization shall remain in effect until September 30, 20XX, unless otherwise specified in a separate written notice. In case of any changes to Mr. Smith's role or status as my agent, I will promptly inform your agency in writing.

I kindly request you to acknowledge and recognize Mr. John Smith as my authorized agent and provide him with any necessary assistance or information he may require fulfilling his duties effectively.

Please feel free to contact me at (555) 555-5555 or yourname@email.com if you have any questions or require further verification.

Thank you for your attention to this matter.

Sincerely,

Jane Doe

Property Owner

Cc: Mr. John Smith