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

TO [Receiver Name] [Receiver Title]

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

Dear [Recipient's Name],

I, [Your Name], residing at [Your Address], hereby grant my full authorization to [Agent's Name], who is appointed as my authorized agent, to act on my behalf in all matters related to signing documents on my behalf with your esteemed organization, [Recipient's Company/Organization]. This authorization is valid from [Start Date] to [End Date] unless revoked earlier in writing.

I trust [Agent's Name] to execute all necessary actions in good faith and in the best interest of myself, [Your Name], in relation to the following matters but not limited to:

* Signing and executing legal contracts, agreements, and any amendments thereto.
* Handling financial transactions, including but not limited to banking, invoicing, and payments.
* Engaging in official correspondence with relevant parties.
* Representing me in meetings or any official gatherings where my signature is required.

I hereby acknowledge that any commitments, agreements, or actions undertaken by [Agent's Name] within the scope of this authorization shall have the same effect as if I have personally signed them. I shall not hold [Recipient's Company/Organization] liable for any actions taken by [Agent's Name] while acting in good faith under this authorization.

This authorization letter also grants [Agent's Name] access to any relevant information or documents required to fulfill their duties on my behalf.

If there are any changes to the scope of this authorization or if I choose to revoke this authorization before the specified end date, I will promptly inform [Recipient's Name] in writing.

Kindly acknowledge receipt of this authorization letter and confirm that you have added [Agent's Name] as my authorized agent in your records.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]