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| |  | | --- | |  | | **Authorization Letter**  Authorization from Property Owner | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Letter of Authorization for [Agent's Full Name]  Dear [Recipient's Name],  I, [Your Full Name], am the legal owner of the property located at [Property Address]. I am writing this letter to authorize[Agent's Full Name] to act on my behalf as an authorized agent for matters related to the aforementioned property.  **The scope of authority granted to [Agent's Full Name] includes, but is not limited to, the following:**   * Representing me in all dealings with [Recipient's Company/Organization] concerning the property mentioned above. * Signing and executing any necessary documents or agreements related to the property. * Initiating or responding to communications on my behalf with relevant parties concerning the property. * Performing any actions required for the proper management and maintenance of the property.   This authorization is valid from the date of this letter and will remain in effect until [expiration date, if applicable]. However, I reserve the right to revoke this authorization at any time, upon providing a written notice to [Agent's Full Name] and[Recipient's Name].  Please be advised that [Agent's Full Name] will provide proper identification and documentation of this authorization whenever required. Any actions taken by [Agent's Full Name] on my behalf within the scope of this authorization will have the same legal effect as if I had personally taken them.  I trust that [Agent's Full Name] will act responsibly and diligently while representing me, and I hold no responsibility for any actions or liabilities arising from their authorized activities, except for any explicit written instructions provided by me.  If you require any further information or have any questions regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].  Thank you for your attention to this matter.  Sincerely,  [Your Full Name]  [Your Signature, if sending a physical letter] | |