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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 | |  | | Dear [Recipient's Name], | | I, [Your Full Name], as the legal owner of the property located at [Property Address], hereby authorize [Agent's Full Name] as my authorized representative and agent to act on my behalf in all matters related to the said property.    **The scope of authority granted to [Agent's Full Name] includes, but is not limited to, the following:**     * Representing me in negotiations with any relevant parties concerning the property. * Signing and executing any necessary documents, agreements, or contracts related to the property, including but not limited to lease agreements, sale agreements, and maintenance contracts. * Initiating and pursuing any legal actions or proceedings necessary to protect my interests in the property. * Accessing the property and conducting inspections, repairs, or maintenance work as required. * Handling any financial transactions related to the property, including the receipt and disbursement of funds.     This Letter of Authorization is effective from the date of signing and shall remain in effect until further notice from me. Please consider any communication or action from [Agent's Full Name] as if it were directly from me. | |  | | I request you to provide [Agent's Full Name] with any information, assistance, or cooperation necessary to carry out their duties as my authorized agent.    Kindly acknowledge receipt of this Letter of Authorization by signing and dating the attached copy and returning it to me at your earliest convenience.    If you have any questions or require further verification, please do not hesitate to contact me using the contact information provided above.    Thank you for your prompt attention to this matter. | |  | | Sincerely,    [Your Full Name]  [Your Signature] | |  | |  | |