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| |  | | --- | | **Authorization Letter**  Authorization from Property Owner |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | |
| Dear [Recipient's Name], |
| I, [Your Full Name], am the legal owner of the property located at [Property Address], and I am writing this letter to provide formal authorization to [Agent's Full Name] to act on my behalf in all matters related to the aforementioned property.  [Agent's Full Name] is designated as my authorized representative and agent for the property, and they have my full consent to perform the following actions on my behalf:   * Manage and oversee property-related tasks, including but not limited to property maintenance, repairs, and improvements. * Enter into agreements with tenants or potential buyers, negotiate terms, and sign leases or contracts. * Collect and receive rent payments and security deposits from tenants. * Handle any legal matters pertaining to the property, including interactions with legal authorities, attorneys, or other relevant parties. * Communicate with utility companies, local authorities, and other entities involved in property-related affairs. * Represent me in any meetings, hearings, or proceedings related to the property.   This authorization is effective from [Start Date] and will remain in effect until [End Date] unless otherwise revoked or modified in writing.  I kindly request that you recognize [Agent's Full Name] as my official agent for the property and extend to them the same courtesy and cooperation as you would to me.  If you require any documentation or verification of this authorization, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].  Thank you for your attention to this matter, and I trust that you will honor this Letter of Authorization.  Sincerely,  [Your Full Name]  [Your Signature, if sending a physical letter] |