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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 lawful owner of the property located at [Property Address], and I am writing this letter to formally grant authorization to [Agent's Full Name] to act as my agent in all matters concerning the property.  This Letter of Authorization serves to confirm that [Agent's Full Name] has my full consent and authority to represent my interests, make decisions, and carry out actions related to the property on my behalf.  **This authorization includes, but is not limited to:**   * Signing and executing contracts, agreements, and any necessary legal documents pertaining to the property. * Negotiating and finalizing lease agreements with prospective tenants. * 3. Handling property maintenance, repairs, and renovations as deemed necessary. * Dealing with any legal or administrative matters related to the property. * Collecting rents and deposits on my behalf. * Communicating with tenants, property managers, and other relevant parties.   I trust [Agent's Full Name] to act in my best interest and to conduct all activities lawfully and responsibly. Please be aware that this authorization is valid from [Start Date] and will remain in effect until [End Date], unless revoked in writing before the specified end date.  Should you require any further information or documentation regarding this matter, please feel free to contact me at [Your Phone Number] or [Your Email Address].  Thank you for your attention to this matter. I kindly request you to recognize and honor the authority granted to [Agent's Full Name] as my representative in all property-related affairs.  Sincerely,  [Your Full Name]  [Your Signature, if sending a physical letter] | |