**AUTHORIZATION LETTER SAMPLE**

**Mark Smith**

**1112 Little St.**

**Los Angeles, CA 90034**

[Date]

Mr. John Doe

Law Offices of Doe, Clark, and Kim

545 Main St., Suite 213

Los Angeles, CA 98543

**Dear Mr. Doe,**

I, Mark Smith, authorize Sarah Jones to sign the pre-discussed legal document (case #1234556) while I am out of town between the dates of January 5, 2013 and January 24, 2013. Since this is a time-sensitive matter, it is necessary for Ms. Jones to sign this document in my absence.

I appreciate both your and Ms. Jones’ cooperation in this matter.

**Sincerely,**

Mark Smith