**Authorization Giving Permission to Process Documents**

**[SENDER'S NAME]**

**To**

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP]

**From**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Contact no]

[Date]

Dear Ms. Smith,

 I, John Doe, hereby authorize Sarah Johnson, acting as my authorized agent, to process the following documents on my behalf:

• Employment Contract with FastDocs Processing Solutions.

• Work Visa Application for the country of Townsville.

• Proof of Address for 123 Main Street, Cityville.

• Academic Transcripts from University of Stateville.

**This authorization includes but is not limited to the following actions:**

• Submitting documents to relevant authorities or institutions.

• Collecting documents from your office.

• Making any necessary inquiries or follow-ups related to the processing of these documents.

• Signing documents on my behalf, if required.

Sarah Johnson is granted full authority to represent and act on my behalf for the purpose of processing the aforementioned documents. This authorization is valid from August 15, 20XX, to December 31, 20XX, unless revoked in writing before the expiration date.

 I understand that Sarah Johnson will be acting as my representative and assume full responsibility for any actions taken on my behalf. In this regard, I shall hold FastDocs Processing Solutions harmless from any liability arising from the lawful actions conducted by Sarah Johnson as my authorized representative.

 Please find attached a copy of Sarah Johnson's identification and contact details for your reference.

 Thank you for your prompt attention to this matter. I trust that you will provide Sarah Johnson with all necessary cooperation and assistance during the processing of the documents.

 Should you have any questions or require further information, please do not hesitate to contact me directly at (555) 555-5555 or youremail@example.com.

 Sincerely,

John Doe