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| **Authority Letter** | [Email] |
| Act on My Behalf | [Address] |
|  | [Phone] |

**Subject**: Authorization Letter to Act on My Behalf

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Agent's Name], who is acting as my authorized agent, to perform and undertake any and all lawful actions and activities on my behalf. This authorization is effective from [start date] to [end date], unless revoked earlier in writing.

**The authorized actions and activities include but are not limited to:**

* Representing me in any legal or official matters.
* Signing documents or contracts on my behalf.
* Conducting financial transactions, including but not limited to banking, investment, and purchasing.
* Obtaining information, records, or documentation on my behalf.
* Making decisions on my behalf with regards to [specific subject matter, if applicable].

I trust [Agent's Name] to act diligently and responsibly while exercising the powers granted by this authorization letter. Please recognize [Agent's Name] as my official representative and allow him/her to perform the authorized actions on my behalf.

I shall not hold the recipient or any of its employees or representatives responsible for any actions taken by [Agent's Name] in good faith on my behalf, provided that such actions are within the scope of this authorization letter.

Should there be any change or termination in this authorization, I will inform you immediately in writing. Until such notice is given, this letter shall remain in full force and effect.

If you have any questions or require any further documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a physical letter)]