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| |  | | --- | |  | | **Authority Letter**  Sell Property | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization Letter to Sell Property  Dear XYZ Estate Agency,  I, John Smith, residing at 123 Main Street, New York City, NY 10001, hereby authorize and appoint Emily Johnson, residing at 789 Oak Street, Los Angeles, CA 90012, as my authorized agent to act on my behalf and to represent me in all matters related to the sale of my property situated at 567 Maple Drive, Los Angeles, CA 90045.  I grant Emily Johnson the full authority to negotiate, finalize, and execute all necessary documents and agreements with potential buyers, real estate agents, attorneys, or any other parties involved in the process of selling the property.  **Emily Johnson is empowered to:**   * Advertise and market the property for sale through various channels. * Show the property to potential buyers or their representatives. * Negotiate the terms and conditions of the sale, including but not limited to the selling price, payment terms, and other relevant conditions. * Sign all necessary documents, contracts, and agreements related to the sale on my behalf. * Collect and receive all payments, deposits, and proceeds from the sale of the property. * Perform all other acts necessary or incidental to the sale, provided they are within the scope of ordinary real estate transactions.   This authorization is effective from the date of this letter and shall remain in force until the completion of the property sale or until I issue a written revocation of this authorization.  I request that you recognize Emily Johnson as my official representative for all matters concerning the sale of the property, and I kindly ask you to provide Emily Johnson with any information or assistance required to facilitate a successful transaction.  Please find attached a copy of my identification for verification purposes.  Should you have any questions or require further clarification, please do not hesitate to contact me at (555) 123-4567 or john.smith@email.com.  Thank you for your cooperation and understanding.  Sincerely,  John Smith | |