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| |  | | --- | | **Authority Letter**  Power of Attorney |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Power of Attorney Authorization Letter  Dear Ms. Johnson,  I, John Smith, hereby grant the power of attorney to act on my behalf as my authorized Agent for specific matters related to managing my financial affairs. This authorization is effective from August 15, 20XX, until December 31, 20XX, unless otherwise revoked in writing before the expiration date.  **I have carefully chosen Sarah Anderson to represent me and exercise the following powers and responsibilities as my Agent:**   * Manage and make transactions related to my bank accounts with XYZ Bank. * Access and oversee my investment portfolio with ABC Investments. * Sign documents related to the purchase or sale of real estate on my behalf. * Communicate with government agencies or other third parties concerning tax matters.   I understand that Sarah Anderson's authority is limited to the scope described above and does not extend beyond the specified matters. My Agent shall act solely in my best interest and follow any instructions or limitations provided in this letter.  In executing the power of attorney, my Agent may be required to sign documents, enter into agreements, make decisions, and perform other lawful actions necessary to fulfill the stated purpose. I hereby agree to ratify and confirm all lawful acts taken by my Agent within the scope of this authorization.  Please be advised that this Power of Attorney Authorization Letter is a legal document, and you are requested to recognize and honor its validity. Any acts performed by Sarah Anderson in accordance with this letter shall have the same force and effect as if I had undertaken them personally.  In the event that any further information or documentation is required to verify this Power of Attorney, please do not hesitate to contact me at the provided contact details.  Thank you for your attention to this matter, and I trust that you will acknowledge and respect the authority granted to my Agent.  Sincerely,  John Smith  July 31, 20XX | |