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| |  | | --- | |  | | **AUTHORITY**  **LETTER**  Sign Documents | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject**: Authorization to Sign Documents on My Behalf  Dear Mr. Smith,  I hope this letter finds you well. I am writing to formally authorize my trusted representative, Ms. Emily Johnson, to act on my behalf and sign documents related to financial transactions with your esteemed organization, ABC Corporation.  Due to an unforeseen family emergency, I am unable to be physically present to handle the necessary documentation. As such, I hereby grant full authority to Ms. Emily Johnson to sign, execute, and deliver all relevant documents and papers required in connection with financial agreements between myself and ABC Corporation.  The authorization provided to Ms. Johnson is effective from August 15, 20XX, to September 30, 20XX, unless otherwise specified. During this period, Ms. Johnson shall have the power to act independently and make decisions on my behalf pertaining to the aforementioned financial matters. However, this authorization does not extend to matters beyond the specific scope of financial transactions with ABC Corporation.  I trust Ms. Emily Johnson implicitly and believe that she will represent my interests responsibly and ethically. Should any additional information or clarifications be necessary during the process, kindly direct all inquiries to my representative at emily.johnson@email.com or (555) 987-6543.  Attached to this letter, you will find a copy of Ms. Emily Johnson's identification and a copy of this authorization letter, duly signed by me, for your records and verification purposes.  I request you to kindly recognize this authorization and accept Ms. Emily Johnson's signatures on my behalf for the duration specified above.  Thank you for your prompt attention to this matter. If you require any further details, please do not hesitate to contact me directly at yourname@email.com or (555) 123-4567.  Sincerely,  Michael Anderson  **Enclosures**:  1. Copy of Ms. Emily Johnson's identification  2. Copy of this authorization letter (signed) | |