[You’re Name]
[You’re Address]
[You’re Contact Information]

[Date]

[Recipient Name]
[Recipient Address]

Authorization Letter for Signing of Documents

With reference to [account/contract/property number xxxxxx etc...], I give [Mr. John Smith] the authority and right to sign the necessary documents on my behalf and process the related legal actions as needed [except for: excluded actions if they exist] .

[Mr. John]'s identification details and signature are provided below for your reference and verification purposes.

Authorized Person: [Mr. John Smith]
Identity Document: [Passport]
Identity Document Number: [123456789]
Authorized Person’s Signature:
Authorized Actions:
Unauthorized Actions:
Start Date: [start date]
End Date: [end date]

Sincerely,