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| |  | | --- | | **AUTHORIZATION LETTER**  Property Owner |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Letter of Authorization for [Agent's Full Name]  Dear [Recipient's Name],  I, [Your Full Name], am the legal owner of the property located at [Property Address], and I hereby grant authorization to [Agent's Full Name] to act on my behalf for matters related to the aforementioned property.  The purpose of this letter is to officially designate [Agent's Full Name] as my authorized representative in all matters concerning the property located at [Property Address]. This authorization is effective from [Start Date] and will remain in force until [End Date], unless otherwise stated in writing.  The scope of authority granted to [Agent's Full Name] includes, but is not limited to:   1. Handling property management activities, including lease agreements, tenant communication, and rent collection. 2. Negotiating and executing contracts with third parties, such as contractors, vendors, and service providers. 3. Making decisions regarding repairs, maintenance, and improvements to the property. 4. Collecting and receiving any rental income or other payments related to the property. 5. Representing me in any legal matters concerning the property, if required. 6. Any other actions necessary to manage and maintain the property.   I trust that [Agent's Full Name] will act responsibly and in my best interests while carrying out these duties. Please be advised that I, as the property owner, reserve the right to revoke this authorization at any time and for any reason, by providing written notice to both [Recipient's Name] and [Agent's Full Name].  [Agent's Full Name] is requested to provide you with a copy of this letter when acting on my behalf. Should you have any questions or require any additional information, please do not hesitate to contact me directly.  Thank you for your understanding and cooperation in this matter.  Sincerely,  [Your Full Name]  [Signature if a physical letter is sent] | |