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| --- | --- |
| **Authority Letter** | [Email] |
| Process Documents on Behalf | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Dear Ms. Smith,

**RE:** Authorization Letter To Process Documents On Behalf

I, John Doe, hereby authorize Mr. Michael Johnson, my trusted representative, to act on my behalf in the matter of processing documents related to financial transactions with Global Services Inc.

**This authorization includes, but is not limited to, the following actions:**

* Submitting and receiving financial documents, applications, and other related forms.
* Signing and endorsing documents on my behalf.
* Making inquiries, attending meetings, and providing necessary financial information on my behalf.

Mr. Michael Johnson is granted full authority to execute all necessary actions and make decisions related to the financial transactions, and his actions shall have the same effect as if I were personally present.

I understand that by granting this authorization, I am entrusting Mr. Michael Johnson with the responsibility to act in my best interest. Hence, I hold Mr. Michael Johnson not only authorized but also accountable for his actions in this capacity.

This authorization is valid from August 15, 20XX, to December 31, 20XX, unless expressly revoked or amended in writing before the termination date.

I kindly request that you recognize Mr. Michael Johnson as my duly appointed representative in all financial matters pertaining to Global Services Inc. during the validity of this authorization letter.

Thank you for your understanding and cooperation in this matter.

Should you have any questions or require any additional information, please feel free to contact me at (123) 456-7890 or email@example.com.

Sincerely,

John Doe