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| **Authority Letter** | [Email] |
| Act on My Behalf | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Act on My Behalf

 Dear Mr. Smith,

 I, Emily Johnson, hereby authorize and appoint Michael Anderson as my official representative and agent to act on my behalf in all matters pertaining to financial transactions during my absence from July 31, 20XX, to August 15, 20XX.

Michael Anderson is granted full authority to undertake any and all necessary actions, make decisions, sign documents, and engage in any financial transactions that are relevant and essential to the proper execution of their authorized responsibilities on my behalf. The scope of his authority includes, but is not limited to:

* Managing and overseeing my bank accounts.
* Initiating and approving transactions on my behalf.
* Paying bills and handling financial obligations.

I understand that any commitments, agreements, or actions made by Michael Anderson on my behalf shall have the same effect as if I had personally made them. I agree to assume all responsibilities and liabilities arising from the actions of Michael Anderson within the specified scope of authority.

This authorization letter is provided in good faith, and I trust Michael Anderson to act in my best interest, adhering to all applicable laws and regulations.

In case of any updates or changes in the terms of this authorization, I shall promptly inform your office in writing. This authorization may be terminated by me at any time, upon providing written notice to your office.

Please find attached a copy of my identification documents and a signed letter of acceptance from Michael Anderson to verify my identity and to facilitate the authentication of this authorization.

Thank you for your attention to this matter. If you have any questions or require further information, please feel free to contact me at (555) 123-4567 or email@example.com.

Sincerely,

Emily Johnson

**Enclosure:**

Copy of Emily Johnson's identification documents

Letter of acceptance from Michael Anderson