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| |  | | --- | | **Authority Letter**  Process Documents on Behalf |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   Dear Mr. John Smith,  **RE:** Authorization Letter to Process Documents on Behalf  I hope this letter finds you well. I am writing to formally authorize my agent, Ms. Emily Johnson, to act on my behalf for the purpose of processing certain documents. This authorization is valid from August 15, 20XX, to November 30, 20XX, unless otherwise revoked or modified in writing before the specified end date.  I hereby grant my agent, Ms. Emily Johnson, the authority to process, collect, submit, and receive all documents related to the application for a building permit for my property located at 456 Oak Avenue, Anytown, State 56789. This includes, but is not limited to, signing, verifying, obtaining, or submitting any necessary paperwork, forms, applications, or supporting documents as may be required during the process.  Ms. Emily Johnson is duly appointed and holds the capacity to act as my representative in these matters, and I trust that she will fulfill this role responsibly and in accordance with all relevant laws and regulations.  Please be advised that this authorization does not extend to any financial or legal transactions beyond the scope of processing the building permit application. Moreover, any actions taken by Ms. Emily Johnson within the scope of this authorization shall have the same legal effect as if I were personally present and acting.  I understand that I will be responsible for any decisions or consequences arising from the actions of Ms. Emily Johnson during the period of this authorization.  Kindly acknowledge receipt of this authorization letter and ensure that Ms. Emily Johnson is provided with all necessary assistance and cooperation to carry out the authorized tasks effectively.  Thank you for your understanding and cooperation in this matter. If you require any further information or have any questions, please feel free to contact me at (555) 123-4567 or john.doe@email.com.  Sincerely,  John Doe |