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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 Ms. Smith,

I, John Doe, hereby authorize Jane Johnson to act on my behalf in all matters related to financial transactions concerning my account with XYZ Corporation. This authorization is effective from August 1, 20XX, to December 31, 20XX, unless otherwise specified.

**The scope of the authorization includes, but is not limited to, the following actions:**

* Initiating wire transfers and payments from my account to designated recipients.
* Approving and signing financial documents, contracts, and agreements on my behalf.

I understand that Jane Johnson will represent me with the utmost diligence and good faith, adhering to all relevant laws, rules, and regulations. As my authorized agent, Jane Johnson, may enter into agreements, sign documents, make decisions, and take any necessary actions required to fulfill the purpose of this authorization.

Furthermore, I grant Jane Johnson access to my financial information and records relevant to the tasks assigned to her.

I assure you that any action taken by Jane Johnson within the scope of this authorization will be considered as if taken by me personally. I will not hold XYZ Corporation responsible for any actions performed by Jane Johnson under this authorization.

This authorization letter supersedes any prior authorizations or agreements, written or verbal, between me and XYZ Corporation concerning the same matter.

Please find attached a copy of my driver's license to verify my identity.

If you require any further documentation or information to formalize this authorization, kindly inform me or Jane Johnson.

Thank you for your understanding and cooperation. If you have any questions or concerns, please feel free to contact me at (555) 123-4567 or youremail@example.com.

Sincerely,

John Doe