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| |  | | --- | |  | | **Authority Letter**  Process Documents on My Behalf | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization Letter to Process Documents on My Behalf  Dear Mr. Anderson,  I hope this letter finds you well. I am writing to authorize my trusted representative, Ms. Jennifer Johnson, to act on my behalf in processing and handling certain documents and related matters.  **I hereby grant Ms. Jennifer Johnson the full authority and power to perform the following actions on my behalf:**   * Collect and receive any documents or correspondence related to my financial records from your office. * Submit and sign any necessary forms or applications required for the processing of the aforementioned documents. * Make inquiries, follow-up, and provide any additional information required during the document processing. * Act in any other capacity as necessary to facilitate the smooth processing of the documents mentioned above.   This authorization is effective from August 15, 20XX, until September 30, 20XX, unless expressly revoked by me in writing before the specified end date.  I trust that Ms. Jennifer Johnson will act responsibly and in my best interests throughout the entire process. Should any issues or questions arise during this period, I request that you kindly direct them to Ms. Jennifer Johnson at jennifer.j@email.com or (555) 555-5555.  I understand that this authorization carries certain legal implications, and I shall hold full responsibility for any actions undertaken by Ms. Jennifer Johnson within the scope of this authorization letter.  Thank you for your prompt attention to this matter. I appreciate your cooperation in assisting Ms. Jennifer Johnson in performing her duties on my behalf.  Sincerely,  John Smith  (555) 555-1234  john.smith@email.com | |