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| |  | | --- | |  | | **Authority Letter**  Act on My Behalf | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization Letter to Act on My Behalf  Dear Mr. Smith,  I, Mary Johnson, hereby authorize Mr. Robert Anderson to act on my behalf in all matters related to the acquisition of real estate properties. Mr. Anderson is my trusted agent and has my full consent to perform any actions necessary for the specified purpose.  **This authorization includes, but is not limited to:**   * Conducting negotiations and signing agreements or contracts for the purchase of real estate properties on my behalf. * Accessing and managing my accounts, records, and documents related to real estate transactions as required. * Representing me in meetings, hearings, or any other official gatherings where my presence may be required during the property acquisition process. * Making decisions and taking necessary actions to facilitate the successful purchase of real estate properties.   This authorization is effective from August 15, 20XX, to December 31, 20XX, or until the completion of the specified purpose, whichever comes first. I reserve the right to revoke this authorization in writing at any time before the specified end date.  Please recognize Mr. Robert Anderson as my official representative in all matters related to the acquisition of real estate properties. I kindly request you to provide Mr. Anderson with any assistance or information he may require fulfilling his duties effectively.  If you have any questions or require further clarification regarding this authorization, please do not hesitate to contact me at (555) 123-4567 or youremail@example.com.  Thank you for your attention to this matter.  Sincerely,  Mary Johnson | |