|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Authority Letter**  Represent in Property Buying | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | **Subject:** Authorization to Represent in Property Buying/Selling Negotiations  Dear Emily Williams,  I hope this letter finds you well. I am writing to formally inform you that I have authorized Ms. Sarah Johnson to act on my behalf in all matters related to property buying and selling negotiations. This authorization is effective from September 1, 20XX, to December 31, 20XX, unless otherwise revoked in writing.  Due to my demanding work schedule and frequent business trips, I have entrusted Ms. Johnson to represent me throughout the entire process, including but not limited to property viewings, negotiations, document signing, and any other necessary interactions.  **I hereby grant Ms. Johnson full authority to:**   * Attend property viewings on my behalf and provide feedback. * Initiate, conduct, and negotiate property purchase/sale discussions. * Sign any documents related to the property transaction, including purchase agreements, sales contracts, addenda, and other relevant paperwork. * Communicate with all parties involved, including real estate agents, legal representatives, financial institutions, and any other relevant stakeholders. * Make decisions and take actions that are deemed necessary for the successful completion of the property transaction.   I trust that Ms. Johnson will act diligently, ethically, and in my best interests throughout the entire process. I understand that any agreements or commitments made by Ms. Johnson on my behalf will be binding and legally enforceable.  Please consider this letter as formal authorization and kindly update your records accordingly. If there are any specific procedures or documents required to complete this authorization, please inform Ms. Johnson promptly so that she can proceed accordingly.  I am confident that with Ms. Johnson's expertise and professionalism, we can achieve a successful property transaction. Should you require any further documentation or information from me to facilitate this arrangement, please do not hesitate to contact me at (555) 123-4567 or john.anderson@email.com.  Thank you for your attention to this matter. I look forward to a fruitful collaboration with Ms. Johnson and Prestige Estates Realty.  Sincerely,  John Anderson | |