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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 Ms. Doe,  I, John Smith, the undersigned, hereby grant authority to Sarah Johnson, my trusted representative, to act on my behalf in all matters related to financial transactions with regard to your esteemed organization.  This authorization is effective from August 1, 20XX, to December 31, 20XX, unless otherwise specified in writing. Sarah Johnson is authorized to perform the following actions on my behalf:   * Conduct financial transactions, including but not limited to making deposits, withdrawals, and fund transfers. * Sign necessary documents and agreements related to financial transactions and investments. * Obtain financial statements and account information.   Sarah Johnson is empowered to sign documents, make decisions, negotiate terms, and undertake any other necessary actions that pertain to financial matters. Please be advised that she will be acting with full authority, and her actions shall have the same legal effect as if taken by me personally.  I kindly request that you provide Sarah Johnson with any assistance, information, or cooperation she may require to carry out her responsibilities effectively.  In case there are any changes or updates to this authorization, I will promptly notify your office in writing. This authorization may also be revoked by me at any time, provided a written notice of revocation is delivered to your office.  You’re understanding and cooperation in recognizing the authority vested in Sarah Johnson are highly appreciated.  Thank you for your attention to this matter. If you have any questions or require further verification, please feel free to contact me at (555) 123-4567 or youremail@example.com.  Sincerely,  John Smith  July 31, 20XX |