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| **Authority Letter** Process Documents on Behalf |

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| To[Receiver Name][Receiver Title][Addess][Email] |
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| From[Sender Name][Sender Title][Addess][Email] |

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| **Subject:** Authorization Letter to Process Documents on BehalfDear Ms. Johnson,I, John Smith, hereby grant authorization to Emily Davis, who is my duly appointed and trusted representative, to act on my behalf in processing specific documents and completing related tasks as required. This authorization is effective from August 15, 20XX, to September 30, 20XX, or until the completion of the specified tasks, whichever comes first. **The following documents and tasks are included in this authorization:*** Collecting and verifying documents related to my mortgage application.
* Signing and submitting the necessary paperwork to the loan officer.
* Retrieving any additional documents required by the bank.

 The purpose of authorizing Emily Davis to act on my behalf is to ensure the timely and efficient handling of the mentioned documents and tasks. I trust that Emily Davis will act responsibly and in my best interest throughout the process.Please be advised that Emily Davis is authorized to receive, sign, and submit any necessary paperwork or documents on my behalf. In no event shall she be permitted to make any decisions or commitments beyond the scope of this authorization.To verify Emily Davis's identity and authority, she will present a copy of this authorization letter along with her valid photo ID when dealing with your office.I kindly request your cooperation and support in processing the documents and tasks listed above in a timely manner. If you have any questions or require any additional information, please do not hesitate to contact me at (555) 123-4567 or youremail@example.com.Thank you for your attention to this matter.Sincerely,John Smith |

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