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| --- | --- |
| **Authority Letter** | [Email] |
| Process Documents on Behalf | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

Dear Mr. Brown,

**RE:** Authorization Letter to Process Documents on Behalf

I, John Smith, hereby authorize Mary Johnson, who is a trusted representative acting on my behalf, to process documents related to financial transactions with your esteemed organization, Secure Documents Inc. This authorization is effective from August 15, 20XX, to December 31, 20XX, or until further notice from me.

**The scope of authority granted to Mary Johnson includes but is not limited to:**

* Collecting, submitting, and receiving any necessary forms or applications.
* Signing and executing documents on my behalf, as necessary.
* Making inquiries, seeking information, and providing necessary details for processing the documents.
* Representing me in meetings or discussions related to the aforementioned documents.
* Performing any other lawful acts related to the processing of the specified documents.

I understand that by granting this authorization, I am making Mary Johnson responsible for her actions in dealing with Secure Documents Inc. on my behalf. I will not hold Secure Documents Inc., or any of their employees liable for any consequences arising from this authorized representation, as long as it is within the scope mentioned above.

Kindly note that this authorization is temporary and may be revoked by me at any time by providing a written notice to both Mary Johnson and Secure Documents Inc.

Please make sure to require proper identification from Mary Johnson before any transaction or processing takes place to ensure the security of the process.

Thank you for your understanding and cooperation in this matter. If you have any questions or require any additional information, please feel free to contact me at (555) 123-4567.

Yours sincerely,

John Smith