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| |  | | --- | | **Authority Letter**  POWER OF ATTORNEY |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  |   Dear Ms. Johnson,  **RE:** POWER OF ATTORNEY AUTHORIZATION LETTER  I, John Smith, residing at 123 Main Street, New York, NY 10001, hereby grant the authority of power of attorney to Sarah Turner, residing at 789 Maple Lane, Chicago, IL 60601. The purpose of this letter is to authorize Sarah Turner to act on my behalf in all matters related to managing my investment portfolio with XYZ Investments. This power of attorney authorization shall be effective from August 1, 20XX, to December 31, 20XX, unless otherwise revoked earlier.  By virtue of this authorization, Sarah Turner is granted full authority to undertake all actions necessary to act in my best interests regarding the management of my investment portfolio. This includes but is not limited to the following powers:   * Signing and executing documents, contracts, and agreements related to my investments with XYZ Investments. * Representing me in financial matters before XYZ Investments or any relevant financial institutions. * Making decisions regarding the buying, selling, or transferring of assets within my investment portfolio. * Handling any related banking or financial transactions on my behalf. * Accessing and obtaining information from my investment records and documents with XYZ Investments. * Any other action necessary to fulfill the duties assigned within the scope of this power of attorney.   I understand that I am entrusting Sarah Turner with significant responsibilities and authority, and I have full confidence in her ability to act in my best interests. However, I reserve the right to revoke this power of attorney authorization at any time, provided that such revocation is communicated to Sarah Turner in writing.  I kindly request you, Ms. Johnson, to recognize the authority granted to Sarah Turner under this power of attorney authorization and to afford her the same treatment and courtesy as you would provide to me in any related matter.  Please feel free to contact me at (555) 123-4567 or john.smith@email.com should you require any further information or confirmation regarding this power of attorney authorization.  Thank you for your prompt attention to this matter.  Sincerely,  John Smith |