|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Authority Letter** TO Sell Property |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject**: Authorization Letter to Sell Property  Dear John Smith,  I, Mary Johnson, am the lawful owner of the property located at 789 Maple Lane, Oakville, CA 12345, with the following details:   * Property Address: 789 Maple Lane, Oakville, CA 12345 * Property Type: Residential House * Land Area: 0.25 acres * Title Deed No.: 987654321   I hereby authorize and appoint Sarah Williams, residing at 321 Pine Street, Oakville, CA 12345, as my lawful and trusted Agent to act on my behalf in all matters related to the sale of the above-mentioned property. The Agent is empowered to represent me in all negotiations, sign and execute any necessary documents, and take any actions required to facilitate the sale of the property.  The Agent is also authorized to receive and manage all funds related to the sale, including but not limited to earnest money, down payments, and full purchase price. I trust that Sarah Williams will handle all transactions with utmost professionalism and in strict accordance with all applicable laws and regulations.  This authorization is effective from the date of this letter and will remain valid until the completion of the property sale or until otherwise revoked in writing by me.  I kindly request that you acknowledge and accept this authorization by signing a copy of this letter and returning it to Sarah Williams for her records. Should you have any questions or require further clarification, please do not hesitate to contact me at (555) 123-4567 or yourname@email.com.  Thank you for your cooperation and assistance in this matter.  Sincerely,  Mary Johnson | |