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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 [Recipient's Name],  I, [Your Name], hereby grant authorization to [Agent's Name], acting as my duly appointed Agent, to represent and act on my behalf in all matters related to [specify the purpose and scope of authorization, e.g., financial transactions, legal matters, correspondence, etc.] with your esteemed organization.  This authorization is effective from [start date] to [end date], unless otherwise specified. During this period, [Agent's Name] is authorized to undertake the following actions on my behalf:  [List authorized actions or responsibilities]  Please note that this authorization encompasses all necessary activities required to fulfill the purposes mentioned above, and [Agent's Name] is entitled to make decisions and sign documents related to these matters. I hereby accept full responsibility for any actions taken by [Agent's Name] within the scope of this authorization.  Should you require any verification of this authorization letter, please do not hesitate to contact me at the provided contact information.  Thank you for your prompt attention to this matter, and I trust that [Agent's Name] will be given the full support and cooperation necessary to fulfill their duties as my authorized representative.  Yours sincerely,  [Your Name]  [Your Signature - If a physical letter is sent] | |