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| **Authority Letter** | [Email] |
| Represent in Property Buying | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization to Represent in Property Buying/Selling Negotiations

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inform you that I have authorized [Authorized Person's Full Name] to act on my behalf in all matters related to property buying and selling negotiations. This authorization is effective from [Start Date] to [End Date], unless otherwise revoked in writing.

Due to [state your reasons for authorizing representation, if desired, e.g., my busy work schedule, travel commitments, or personal circumstances], I have entrusted [Authorized Person's Full Name] to represent me throughout the entire process, including but not limited to property viewings, negotiations, document signing, and any other necessary interactions.

**I hereby grant** **[Authorized Representative's Name] full authority to:**

* Attend property viewings on my behalf and provide feedback.
* Initiate, conduct, and negotiate property purchase/sale discussions.
* Sign any documents related to the property transaction, including purchase agreements, sales contracts, addenda, and other relevant paperwork.
* Communicate with all parties involved, including real estate agents, legal representatives, financial institutions, and any other relevant stakeholders.
* Make decisions and take actions that are deemed necessary for the successful completion of the property transaction.

I trust that [Authorized Person's Full Name] will act diligently, ethically, and in my best interests throughout the entire process. I understand that any agreements or commitments made by [Authorized Person's Full Name] on my behalf will be binding and legally enforceable.

Please consider this letter as formal authorization and kindly update your records accordingly. If there are any specific procedures or documents required to complete this authorization, please inform [Authorized Person's Full Name] promptly so that they can proceed accordingly.

I am confident that with [Authorized Person's Full Name]'s expertise and professionalism, we can achieve a successful property transaction. Should you require any further documentation or information from me to facilitate this arrangement, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to a fruitful collaboration with [Authorized Representative's Name] and your esteemed agency.

Sincerely,

[Your Full Name]

[Your Signature]