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| **Authority Letter** | [Email] |
| Sign Documents on My Behalf | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Sign Documents on My Behalf

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to officially authorize [Agent's Name], whom I will refer to as my "Agent," to act on my behalf in all matters related to signing and executing documents with your esteemed organization.

[Agent's Name] has been designated as my trusted representative and is authorized to perform the following actions on my behalf:

* Sign and execute any documents, contracts, agreements, or other legal instruments necessary for conducting business with your organization.
* Make decisions and enter into commitments that are within the scope of our existing agreements or relevant to ongoing projects or partnerships.
* Obtain and receive any sensitive or confidential information that may be required to fulfill the agreed-upon tasks.

This authorization is effective from [start date] to [end date] or until revoked in writing by me. I trust my Agent's judgment and believe that they will act in the best interests of both parties involved.

Please recognize any signature made by [Agent's Name] during the period of authorization as if it were my own, and I will not hold your organization responsible for any actions taken in good faith by my Agent.

In case of any questions or concerns regarding this authorization, you can reach me at [your contact information]. Furthermore, I request you to keep a copy of this letter on file for future reference.

Thank you for your prompt attention to this matter. I am confident that our collaboration will continue to be fruitful under this arrangement.

Sincerely,

[Your Name]

[Your Signature]

[Agent's Name]

[Agent's Signature]