|  |  |
| --- | --- |
| **Authority Letter** | [Email] |
| Process Documents on Behalf | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Process Documents on Behalf

Dear [Recipient's Name],

I, [Your Name], hereby grant authorization to [Agent's Name], who is my duly appointed and trusted representative, to act on my behalf in processing specific documents and completing related tasks as required. This authorization is effective from [Start Date] to [End Date], or until the completion of the specified tasks, whichever comes first.

**The following documents and tasks are included in this authorization:**

**1**. [List of Documents or Tasks to be Processed]

The purpose of authorizing [Agent's Name] to act on my behalf is to ensure the timely and efficient handling of the mentioned documents and tasks. I trust that [Agent's Name] will act responsibly and in my best interest throughout the process.

Please be advised that [Agent's Name] is authorized to receive, sign, and submit any necessary paperwork or documents on my behalf. In no event shall [Agent's Name] be permitted to make any decisions or commitments beyond the scope of this authorization.

To verify [Agent's Name]'s identity and authority, [he/she] will present a copy of this authorization letter along with a valid photo ID when dealing with your office.

I kindly request your cooperation and support in processing the documents and tasks listed above in a timely manner. If you have any questions or require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature]

[Agent's Name]