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

TO [Receiver Name] [Receiver Title]

**Subject:** Authorization Letter to Act on My Behalf

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to grant authority to my trusted representative, [Agent's Name], to act on my behalf in matters related to [specify the scope of authority or purpose, e.g., financial transactions, legal matters, business negotiations, etc.].

I, [Your Full Name], hereby authorize [Agent's Name] to undertake any necessary actions, sign documents, make decisions, and generally act on my behalf as if I were personally present. This authorization is effective from [start date] until [end date or state "until further notice"].

To assist [Agent's Name] in exercising their authority smoothly, I have provided them with a copy of this letter and any relevant documents supporting their designation as my authorized representative.

I trust that [Agent's Name] will carry out their responsibilities diligently and in the best interest of all parties involved. Please consider any communication or correspondence from [Agent's Name] as if it were coming directly from me.

I kindly request you to extend the same level of cooperation and support to [Agent's Name] as you would to me. Should you have any questions or require any additional information regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a physical letter)]