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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 formally authorize my trusted representative,[Agent's Name], to act as my agent and sign documents on my behalf in relation to [specific purpose/transaction]. The purpose of this authorization is to ensure efficient and timely handling of important matters when I am unavailable or unable to be physically present.

* Agent's Full Name: [Agent's Name]
* Agent's Address: [Agent's Address]
* Agent's Contact Number:  [Agent's Contact Number]
* Agent's Email Address: [Agent's Email Address]

I, [Your Name], hereby grant [Agent's Name] full authority to execute any necessary documents, agreements, contracts, or any other legal instruments pertaining to [specific purpose/transaction]. This authorization includes the power to make decisions and engage in actions that are necessary and appropriate to carry out the intended purpose.

This authorization shall remain valid from [start date] to [end date], unless otherwise revoked in writing before the expiry date. I reserve the right to revoke this authorization at any time, and I will promptly notify you in writing of any such revocation.

I kindly request that you recognize [Agent's Name] as my authorized agent and accept any documents or agreements duly signed by them as if they were signed by me personally. Any act or document executed by [Agent's Name] within the scope of this authorization shall be considered legally binding on my behalf.

Please feel free to contact me directly at [your contact information]. or[Your Email Address] if you have any questions or require any further verification.

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]