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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **AUTHORITY LETTER** | | | Transfer Ownership | |  | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | | To Whom It May Concern,  I, John Doe, am the lawful owner of the vehicle described below:  Make and Model: Toyota Camry  Year of Manufacture: 20XX  Vehicle Identification Number (VIN): ABC123XYZ456  License Plate Number: ABC-1234  I hereby authorize and appoint Jane Smith, residing at 123 Main Street, Anytown, USA, as my lawful representative to act on my behalf in all matters related to the transfer of ownership of the above-mentioned vehicle. This authorization is valid from July 15, 20XX, to September 30, 20XX, or until the completion of the ownership transfer process, whichever occurs earlier.  Thank you for your attention to this matter. Should you require any further verification or information, please do not hesitate to contact me.  Sincerely,  John Doe | |