|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **AUTHORITY LETTER**  Process Documents |

|  |
| --- |
| To[Receiver Name][Receiver Title][Addess][Email] |
|  |
| From[Sender Name][Sender Title][Addess][Email] |

 |

|  |
| --- |
|  |
|  |
| Dear [Recipient's Name],**RE:** Letter of Authorization to Process DocumentsI, [Your Name], hereby authorize [Agent's Name], acting as my authorized agent, to process the following documents on my behalf:[List of specific documents to be processed, e.g., contracts, forms, applications, etc.] * This authorization includes but is not limited to the following actions:
* Submitting documents to relevant authorities or institutions.
* Collecting documents from your office.
* Making any necessary inquiries or follow-ups related to the processing of these documents.
* Signing documents on my behalf, if required.

[Agent's Name]is granted full authority to represent and act on my behalf for the purpose of processing the aforementioned documents. This authorization is valid from [start date] to [end date], unless revoked in writing before the expiration date.I understand that [Agent's Name] will be acting as my representative and assume full responsibility for any actions taken on my behalf. In this regard, I shall hold [Recipient's Name] harmless from any liability arising from the lawful actions conducted by [Agent's Name] as my authorized representative.Please find attached a copy of [Agent's Name]'s identification and contact details for your reference.Thank you for your prompt attention to this matter. I trust that you will provide [Agent's Name] with all necessary cooperation and assistance during the processing of the documents.Should you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].Sincerely,[Your Name] |

 |