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| |  | | --- | | **Authority Letter** Sign Documents on My Behalf |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject:** Authorization Letter to Sign Documents on My Behalf  Dear Mr. Smith,  I hope this letter finds you well. I am writing to grant authorization to my trusted agent, Ms. Emily Johnson, to sign documents on my behalf in matters related to business contracts and agreements. Ms. Emily Johnson is authorized to represent me and act as my official representative for the following:   * Signing business contracts and agreements on my behalf. * Any other related documents necessary to facilitate the execution of the aforementioned contracts and agreements. * This authorization is effective from August 15, 20XX, and will remain valid until December 31, 20XX, unless otherwise revoked in writing before that date.   I understand that any document signed by Ms. Emily Johnson on my behalf during the period of this authorization will have the same legal effect as if I had signed it personally. I trust Ms. Emily Johnson to act in my best interests and with utmost professionalism.  Please note that this authorization is only applicable to matters related to business contracts and agreements. For any other matters not covered by this letter, I will continue to handle them personally.  I kindly request that you honor this authorization and recognize Ms. Emily Johnson as my authorized representative in the specified matters. If you have any questions or require any further verification, please do not hesitate to contact me at (555) 555-5555 or example@email.com.  Thank you for your understanding and cooperation.  Sincerely,  James Anderson | |