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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 officially authorize my trusted representative, [Agent's Name], to act as my agent and sign documents on my behalf for matters related to [specific context, e.g., business transactions, legal affairs, financial arrangements, etc.].

Due to [state the reason for the authorization, e.g., travel abroad, medical reasons, personal circumstances], I may not be physically present to sign important documents in person. Therefore, I grant [Agent's Name] full authority to execute, sign, and deliver any documents or agreements that may require my signature during the period of authorization, starting from [start date] until [end date] (if applicable).

I affirm that any action taken by [Agent's Name] within the scope of this authorization letter will have the same legal effect as if I had personally performed and signed them. This authorization includes but is not limited to:

* Signing contracts and agreements on my behalf.
* Participating in legal proceedings on my behalf.
* Undertaking financial transactions and obligations on my behalf.
* Representing me in any official matters where my signature or presence is required.

I trust [Agent's Name] completely and believe that they will act in my best interests while carrying out the responsibilities mentioned above. I kindly request that you recognize and honor this authorization letter during the specified period.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further clarification or verification regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Name]