[You’re Name]  
[You’re Address]  
[You’re Contact Information]

[Date]  
  
[Recipient Name]  
[Recipient Address]  
  
Authorization Letter for Signing of Documents  
  
With reference to [account/contract/property number xxxxxx etc...], I give [Mr. John Smith] the authority and right to sign the necessary documents on my behalf and process the related legal actions as needed [except for: excluded actions if they exist] .  
  
[Mr. John]'s identification details and signature are provided below for your reference and verification purposes.  
  
Authorized Person: [Mr. John Smith]  
Identity Document: [Passport]  
Identity Document Number: [123456789]  
Authorized Person’s Signature:  
Authorized Actions:  
Unauthorized Actions:  
Start Date: [start date]  
End Date: [end date]  
  
Sincerely,