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| |  | | --- | | **Authority Letter**  Act on My Behalf |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | **Subject**: Authorization Letter to Act on My Behalf  Dear Mr. Smith,  I, Mary Johnson, residing at 789 Elm Road, Springfield, IL 62701, hereby authorize and appoint Michael Anderson, residing at 321 Maple Lane, Springfield, IL 62702, as my lawful representative and agent to act on my behalf in all matters related to financial transactions and negotiations with XYZ Corporation.  **The authority granted to Michael Anderson includes, but is not limited to:**   * Conducting business transactions and negotiations with XYZ Corporation * Signing documents, contracts, agreements, and other legal instruments on my behalf * Making decisions related to financial matters concerning XYZ Corporation * Accessing and managing my financial records and information held by XYZ Corporation * Representing me in meetings and conferences with XYZ Corporation's representatives * Performing any other actions necessary to fulfill the authorized purpose.   This authorization is effective from August 15, 20XX, and will remain in force until December 31, 20XX, unless revoked in writing prior to the expiration date. In case of any changes to the scope of authorization or any termination of this authorization, I will notify you promptly.  I trust that Michael Anderson will act responsibly and in my best interest while performing duties under this authorization. Please acknowledge receipt of this letter and confirm the acceptance of Michael Anderson as my authorized agent.  Please do not hesitate to contact me at yourname@email.com or (555) 123-4567 if you require any further information or clarification regarding this authorization.  Thank you for your attention to this matter.  Sincerely,  Mary Johnson | |