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| **Authority Letter** | [Email] |
| Act on My Behalf | [Address] |
|  | [Phone] |

**Subject:** Authorization Letter to Act on My Behalf

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally authorize [Agent's Name], who is my trusted representative, to act on my behalf in all matters related to [specify the scope of authority or reason for authorization]. This authorization is effective from [start date] to [end date], unless revoked earlier by me in writing.

**[Agent's Name] is fully empowered to undertake and perform the following actions on my behalf:**

* [Action 1]
* [Action 2]

In granting this authority, I trust that [Agent's Name] will act responsibly and in my best interest. Please recognize [Agent's Name] as my lawful agent, and I request you to extend the same cooperation and support to them as you would to me directly.

Please note that this authorization includes the right to sign documents, make decisions, and engage in discussions on my behalf. However, it does not extend to any financial commitments or obligations without my express written consent.

I kindly request that you keep [Agent's Name] informed of any developments or decisions made in relation to the matters mentioned above. If there are any documents or forms that require my signature during this period, I authorize [Agent's Name] to sign on my behalf.

If you have any questions or require further verification regarding this authorization, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

Thank you for your prompt attention to this matter. I trust that this arrangement will facilitate efficient communication and streamline the necessary processes.

Sincerely,

[Your Full Name]

[Your Signature (if sending a physical letter)]

[Agent's Name]

[Agent's Signature (if sending a physical letter)]