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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 grant authorization to my trusted agent, [Agent's Name], to sign documents on my behalf in matters related to [specific purpose/subject of authorization]. [Agent's Full Name] is authorized to represent me and act as my official representative for the following:

* [Describe the specific types of documents or transactions that the agent is authorized to sign on your behalf, e.g., contracts, agreements, legal documents, financial documents, etc.]
* [Provide any limitations or restrictions, if applicable, to the agent's authority.]
* This authorization is effective from [start date] and will remain valid until [end date] unless otherwise revoked in writing before that date.

I understand that any document signed by [Agent's Name] on my behalf during the period of this authorization will have the same legal effect as if I had signed it personally. I trust [Agent's Name] to act in my best interests and with utmost professionalism.

Please note that this authorization is only applicable to matters related to [specific purpose]. 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 [Agent's Name] 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 [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Signature]

[Agent's Name]

[Agent's Signature]