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

TO [Receiver Name] [Receiver Title]

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

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Agent's Name], my trusted representative, to act on my behalf in all matters related to [specific nature of authorization] with your esteemed organization, [Recipient's Organization]. This authorization is effective from [start date] to [end date] or until such time that a written revocation of this authorization is provided.

**[Agent's Name] has my full consent and authority to perform the following actions on my behalf:**

1. [List of specific actions the Agent is authorized to undertake, e.g., sign documents, make decisions, access records, etc.]

I understand that any actions taken by [Agent's Name]within the scope of this authorization will have the same legal effect as if I had performed them personally. Therefore, I assume full responsibility for any consequences arising from the actions taken by [Agent's Name] on my behalf.

Kindly recognize [Agent's Name] as my authorized representative in all matters related to the aforementioned subject during the specified period. For your reference, [Agent's Name] may be reached at the following contact details:

[Agent's Contact Information]

[Agent's Email Address]

[Agent's Phone Number]

I trust that [Agent's Name] will conduct all activities with utmost professionalism and in accordance with the relevant rules, regulations, and guidelines.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Signature (if sending a physical letter)]