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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 grant authorization to [Agent's Name], to act on my behalf in all matters related to [Specify the nature of authorization and the purpose of the letter, e.g., financial transactions, legal matters, signing documents, etc.] with your esteemed organization, [Recipient's Organization].

**This authorization includes but is not limited to:**

* Representing me in meetings, discussions, and negotiations with your organization.
* Signing any documents or agreements on my behalf that are necessary to complete the aforementioned transactions.
* Accessing and obtaining any relevant information or documentation required for the completion of the specified tasks.

I acknowledge that any actions performed by [Agent's Name] under this authorization will have the same effect as if they were taken by me personally. Therefore, I undertake to be bound by all decisions made and agreements entered into by [Agent's Name]'s on my behalf.

This authorization will be in effect from [Starting Date] to [Ending Date], unless otherwise specified. If there are any changes or updates to this authorization during its validity, I will inform your organization immediately in writing.

Please recognize [Agent's Name] as my official representative for the duration specified above and provide them with all the necessary assistance and cooperation they may require to fulfill their duties.

I kindly request your prompt attention to this matter and appreciate your cooperation in recognizing the authority granted to [Agent's Name].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Signature - If sending a physical letter]

[Your Email Address]