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| |  | | --- | | **AUTHORITY LETTER**  Process Documents |  |  | | --- | | To  [Receiver Name]  [Receiver Title]  [Addess]  [Email] | |  | | From  [Sender Name]  [Sender Title]  [Addess]  [Email] | | |  | | --- | |  | |  | | Dear [Recipient's Name],  **RE:** Letter of Authorization to Process Documents  I, [Your Name], hereby authorize [Agent's Name], acting as my authorized agent, to process the following documents on my behalf:  [List of specific documents to be processed, e.g., contracts, forms, applications, etc.]   * This authorization includes but is not limited to the following actions: * Submitting documents to relevant authorities or institutions. * Collecting documents from your office. * Making any necessary inquiries or follow-ups related to the processing of these documents. * Signing documents on my behalf, if required.   [Agent's Name]is granted full authority to represent and act on my behalf for the purpose of processing the aforementioned documents. This authorization is valid from [start date] to [end date], unless revoked in writing before the expiration date.  I understand that [Agent's Name] will be acting as my representative and assume full responsibility for any actions taken on my behalf. In this regard, I shall hold [Recipient's Name] harmless from any liability arising from the lawful actions conducted by [Agent's Name] as my authorized representative.  Please find attached a copy of [Agent's Name]'s identification and contact details for your reference.  Thank you for your prompt attention to this matter. I trust that you will provide [Agent's Name] with all necessary cooperation and assistance during the processing of the documents.  Should you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].  Sincerely,  [Your Name] | |