
Representative Authorization Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Representative Authorization Letter

Dear [Recipient's Name],

I, [Your Name], residing at [Your Address], hereby authorize [Representative's Name], residing at [Representative's Address], to act as my representative in all matters pertaining to [specific tasks or areas, such as financial affairs, property dealings, etc.]. This authorization is effective from [Start Date] and will remain in effect until [End Date], unless otherwise revoked or amended in writing.

The scope of this authorization allows my representative to perform the following actions on my behalf:

Negotiate, execute, and sign documents related to [specific tasks or areas].

Make decisions and take actions that are necessary and relevant to the authorized matters.

Access and obtain information pertinent to the aforementioned tasks.

This letter serves as a formal grant of authority to [Representative's Name] to represent me in the specified matters. It is my intention that this authorization be fully respected and adhered to by all parties with whom my representative interacts.

Please direct any questions or requests for further confirmation of this authorization to me directly at [Your Contact Information].

Sincerely,

[Your Signature]

[Your Name]