

Formal authorization letter for representative

Subject: Authorization to Represent

Dear [Recipient's Name],

I, [Your Full Name], hereby authorize [Representative's Full Name] to act on my behalf in all matters related to [specific purpose, e.g., legal proceedings, property management, or financial transactions]. This authorization grants them the right to sign documents, attend meetings, and make decisions within the scope defined.

This authorization will be valid from [start date] to [end date] unless revoked earlier in writing. I confirm that all actions taken by [Representative's Name] during this period shall be binding upon me.

Please extend your full cooperation and assistance to my representative.

Sincerely,

[Your Full Name]

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