

Letter of Authorization

From:

Name of the sender

Address

Contact details

Email details

Date – DD/MM/YYYY

To

Name of the receiver

Address

Contact details

Email details

Subject: -----

Dear -----,

I, ----- (mention your name) , hereby authorize my ----- (mention relation), ----- (mention name), to conduct all activities regarding my properties and fill the forms and sign all the documents on my behalf. Through this letter in writing, I am granting the permission to ----- (mention name) to come at your office on ----- (mention date) and collect the documents for identification purposes.

This letter of authorization will be in effect from ----- , to ----- (Mention dates). As per our discussion in the letter, you can give the ----- (party name) the complete authority to come and visit the place in my absence and complete all the formalities and responsibilities that were to be completed by me. If you have any question, feel free to contact me on ----- --- (contact details) for any further clarification needed.

Yours sincerely,

Your name

Contact details