

Sample Authorization Letter To Sign Documents On My Behalf

[Your Name]

[Your Address]

[Your Contact Information] [Date]

[Recipient Name]

[Recipient Address]

Authorization Letter for Signing of Documents

I, [your name] , hereby authorize [Mr. John Smith] to sign all documents related to [my bank account xxxx, my contract with you, my property located at,etc...] on my behalf excluding [excluded documents, specific documents or actions that you donâ t want to authorize] starting from [start date] till [end date or empty] .

The authorized personâ s identity proof details and signature are provided below for your reference and verification purposes.

Authorized Person: [Mr. John Smith]

Identity Document: [Passport]

Identity Document Number: [123456789]

Authorized Personâ s Signature:

Authorized Actions:

Unauthorized Actions:

Start Date: [start date]

End Date: [end date]

Sincerely,