

Authorization Letter To Sign Documents

Dear [Recipient],

I am writing this letter to authorize [Name of Authorized Person] to sign documents on my behalf.

Due to [Reason for Authorization], I am unable to sign these documents myself.

[Name of Authorized Person] is fully authorized to sign any documents related to [Specify Scope of Authorization] and has been briefed on the matter. He/she is fully aware of my wishes and will act in accordance with them.

Please find attached a copy of my identification documents for verification purposes. If you require any further information, please do not hesitate to contact me.

Thank you for your understanding in this matter.

Sincerely,

[Your Name]

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