

Formal letter authorizing someone to sign documents on your behalf

Subject: Authorization to Sign Documents

Dear [Recipient Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to sign and execute all necessary documents on my behalf from [Start Date] to [End Date].

This authorization includes [specific documents, contracts, or types of paperwork].

Thank you for acknowledging this authorization.

Sincerely,

[Your Name]

[Contact Information]

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