Dealership Authorization Letter Format

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Dealership Name]

[Dealership Address]

[City, State, Zip Code]

Subject: Authorization Letter for [Authorized Person's Full Name]

Dear Sir/Madam,

I, [Your Name], the undersigned, hereby authorize [Authorized Person's Full Name], to act on my behalf in all matters related to the purchase, sale, and/or servicing of vehicles from [Dealership Name]. This authorization includes, but is not limited to, negotiating terms, signing documents, making payments, and collecting documents on my behalf.

I understand that [Authorized Person's Full Name] will represent me with full authority, and any actions or decisions taken by them will be binding on my behalf. I trust [Authorized Person's Full Name] completely and have the utmost confidence in their ability to handle these matters in my best interest.

This authorization will be valid from [Starting Date] to [Ending Date], unless otherwise revoked by me in writing before the expiration date.

Please find attached copies of my government-issued identification and any other necessary documents to verify my identity and support this authorization.

I kindly request that you provide [Authorized Person's Full Name] with the necessary assistance and support in carrying out their responsibilities on my behalf during the mentioned period.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Signature if sending a physical copy]

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