(Your Name)

(Your Address)

(Your Contact Information)

(Date)

(Recipient Name)

(Recipient Address)

(Recipient Contact Information)

(RE: Subject)(Dear Recipient Name :)

I, (Your Name), hereby give (Appointed Representative) permission to act on my behalf with regards to making any and all real estate decisions. The scope (Scope of Duties and Responsibilities) of this letter of authorization includes handling real estate transactions, documents, and client affairs.

This letter of authorization will be in effect from (Start Date), to (End Date). If you have any questions or concerns, please feel free to contact me at (Your Contact Information).

Sincerely,

(Hand-written Signature)

(Date)

(Notary or Witness if Required)