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**AUTHORIZATION LETTER FORMAT FOR REPRESENTATIVE**

Date: June 20, 2019

To:  
[ATTN]  
[ADDRESS]  
[POSTAL CODE]  
[COUNTRY]

Subject: authorization for [Reason authorization]

To Whom It May Concern / Dear Mr./Mrs.,

With reference to the subject [Describe Subject], we hereby authorize [Name Person/Name Company] to handle this matter.

- Please kindly release the full set document and goods to [him/her/them].
- Please kindly release the [describe goods] to [him/her/them].
- Please kindly be to arrange the [Describe Subject].

We will take all the responsibility for the above. To support my claim, I have appended two of my identity cards, respectively:

- [ID 1: COMPANY ID]
- [ID 2: PASSPORT ID]

If you have any questions, please feel free to contact me directly. I will be available on phone: [Phone number] and email: [email] in case of any query.

Thank you for your kind assistance to the bearer of this letter.

Yours sincerely,

[Name]

[Signature]

[Formal Name + Title]

[Company chap]

Page 1 of 2

2345 Patterson Road

Beechwood, OH 45433

July 00, 0000

**To Whom It May Concern:**

I, the undersigned, hereby authorize Mr. Bary Dickens to act on my behalf in all possible manners to take my airline ticket to Georgetown, Cayman Islands and other documents, including signing all of the documents relating to these matters.

This authorization is valid for two weeks from July 00, 0000 to July 00, 0000.

July 0, 0000

Signature,

Dr. William Brown

**AUTHORIZATION LETTER FOR PRC RENEWAL**

I, the undersigned, \_\_\_\_\_, [Name]  
[Full age, present residing in \_\_\_\_\_]  
[Mobile number: (001) (001) (000) (0000) (0000)], do not do so in behalf of or in connection with any other person or entity, hereby authorize \_\_\_\_\_, [Name]  
[Full age, present residing in \_\_\_\_\_], to act in my behalf in all matters relating to all dealings with the Probationary Registrar Commission (PRC) to [RENEW], [RENEW], [RENEW], including signing of all documents relating to these matters. My [Signature]  
[Full age, present residing in \_\_\_\_\_], on my behalf and have the same effect as acts on my own.

Noting to your satisfaction,

With warm regards and thanks,

Name and Signature

**AUTHORIZATION LETTER**

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_ (Last/First/Initial)  
DATE OF BIRTH: \_\_\_\_\_ (Month/Day/Year)  
PLACE OF BIRTH: \_\_\_\_\_

I, AUTHORIZED BENEFIT UNIVERSAL SERVICES TO RECEIVE MY PASSPORT APPLICATION TO A U.S. PASSPORT AGENCY AND TO ACCEPT DELIVERY OF THE PASSPORT ON MY BEHALF.

Under the provisions of the Privacy Act of 1974 (Public Law 93-502), no information may be released from U.S. Government files without your written consent of the individual to whom, consequently, an employee of the U.S. Passport Agency cannot discuss the details of your personal information with the Census Bureau without your permission. Please check me off the following:

\_\_\_\_\_, I authorize the U.S. Passport Agency to discuss any problem which may arise with my passport application with the Census Bureau representative.

I want the U.S. Passport Agency to contact me directly should a problem arise with my application which requires action other than the date on which the passport will be ready for pick-up.

My telephone number is: \_\_\_\_\_  
\_\_\_\_\_  
(Signature)

[Senders Name]  
[Address line 1]  
[Address line 2]  
[State, ZIP Code]

[Letter Date]

[Recipient Name]  
[Address line 1]  
[Address line 2]  
[State, ZIP Code]  
[Subject: Normally bold, summarizes the intention of the letter] -Optional-

To whom it may concern:  
This letter is an authorization for my son, Joseph Q. Tabs, to be able to pick up the documents which are on top of my office desk.

The documents are to be first checked before leaving the premises.

Signed by:  
Christopher Q. Tabs  
(do not forget the important signature for this)

[Enclosure: number] -Optional-

cc: [Name of copy recipient] -Optional-

Examples of letters given authorization to act on behalf. How to write authorization letter on behalf. Example of authorization letter to act on my behalf. How to write an authorization letter for someone to act on your behalf. Simple authorization letter sample to act on behalf.

It is not rare to find the sample letter for an authorization letter. In a simple word, it is a document in which one party transfers the authority to another party to accomplish a specific task. A good example of an authorization letter is a direction to grant permission for performing a particular task. Here we have a number of authority examples in various industries and sectors. Template: 1 Sample Authorization Letter To, Subject: authorization letter to claim Dear Mr. "Full Name", I, "Full Name", hereby transfer authority to my wife (Mrs. "Full Name") to make official choices regarding properties and sign and fill the documents on my behalf. In the upcoming month, she will claim my all banking fixed deposits and other assets related documents on my behalf. In order to proceed the process, I am sending her along with all my ID proofs (necessary) for identification purposes. I have told her to go to your office and meet you to verify all documents and collect the receipt from your office on 21st July 2019. This is my kind request to you please allow her to access all the services on my behalf on the basis of above ground. In case of any query please feel free to contact me on the number and the mail ID given below 123654700000 and [email protected] Thank you Respectfully yours, Name of Sender Template: 2 Sample Authorization Letter Subject: Letter of Authorization to Act on Behalf of "Full Name" Dear Ms. "Sender's name" I, "Full Name", hereby provide authorization for our joint business "business name", my business partner, to make a decision and sign on my behalf in dealing with the matters of my estate and business while I am out of the station. The possibility of this letter of authorization to take a decision on my behalf comprises any business management in real estate and business with no restrictions. This authorization period will start on a Date (dd/mm/yy) and end on a date (dd/mm/yy) am assuring you that during this period, I won't be able to communicate with you as I will be out of the country due to personal reasons. Thanks and regards Sincerely, Name of the sender Template: 3 Sample Authorization Letter (RE: Letter of Authorization to Act Dear "Full Name" I, "Name", hereby grant permission to act on my behalf with respect to making any and all real legal property-related decisions. The maximum possibility of this letter of authorization incorporates dealing with real estate transactions, paperwork, and client dealings. This authorization letter will be in effect from 1st December 2019 to 30th January 2020. In the future, if you face any doubts or queries, please let me know via ph number 258456951 or given email id at the top. Sincerely, Handwritten signature any witness proof (if required) Template: 4 Sample Authorization Letter (RE: Letter of Authorization to take a decision To whom it may concern I, Full Name, hereby announce that I am authorizing my daughter "Full Name" to act in fortnight meetings at the office to discuss and take decisions for various projects and events. Further, she is also authorized to ask for reports of the various ongoing work files from various departments. She can take necessary action at the part where she feels the adjustments. This decision is taken because of my sickness and hence the letter will lose its effect as and when I recover and back in the office. Full Name Template: 5 Sample Authorization Letter To, Subject: authorization letter to claim (Dear Mr. Full Name I, Full Name, hereby provide official Representative approval to Ms. "Full Name" (My sister-in-law) to act as my representative to collect my driving license on my behalf. To expedite the identification verification process, I am incorporating a number of methods of identity, start and end date, in the following. (Person :Sister in Law: \_\_\_\_\_)(Identification Type: PAN CARD)(Document Number- XX486)(Method of Documents to Collect: Driving Licence)Sample of hand-drawn signature of the candidate I permit the appointed Representative on my behalf to collect my driving license from 2nd May 2019 to 7th June 2019. If you have any queries or doubts, please contact me on the given mail id and phone number during office hours (ph: 357951456, [email protected]) Sincerely,Name(handwritten signature)in case of any legal witness Want to learn how to create a letter of authorization aka an authority letter? This blog post is just what you need! Read on...Giving authority to someone in an official matter is a critical process.You can't just say 'Hey can you do this for me'?You have to create a properly written document for the authorization process.You might need a letter of authorization when you're sick and want someone else to take over your duties.You might need one when you're sending someone else to pick up important documents on your behalf.The cases can be several, but the idea and format of it are the same. In this article, we will throw light on the concept of the letter of authorization (or authority letter) and how you can create this document.Fsst.,we will also give you samples for some common authority letters. So, let's get right into it.What is a Letter of Authorization or Authority Letter? (Definition)According to the definition, a letter of authorization or authority letter is a legal document that allows a third party (sometimes referred to as an agent) to act on behalf of the person writing the letter.In simple terms, writing an authorization letter means you are authorizing or legally allowing someone to act on your behalf.When you do this, you are directly accountable for the actions that take place, so make sure you're always authorizing a person of trust. An authority letter is used in scenarios such as :You're sick and want someone to cover your dutiesAuthorizing someone to take charge of your bank account.Somone else is going to pick up some of your important business documents.Somone is traveling on your behalf.You want someone else to take charge of your business, etc.A letter of authorization should contain all the necessary information in a precise yet humble manner. Let's see why it is important to do so.Importance of a Letter of Authorization or Authority LetterAn authority letter is an essential business document. Here's why:1. Gives Credibility to Your WordA written formal document verifies and legitimates your word.Let's take an example of a letter of authorization when you're sick and want your colleague to cover your work for two days.Now if you just inform him and he accepts it, depending on your company structure, the boss might not know and the colleague could get in trouble.If anybody says something, showing that letter of authorization is enough to not cause any further problems.Read more: Formal Letter: What Is It & How to Create it?2. Tracks Accountability When you authorize someone to perform a task on your behalf, and they accept it, they are also accountable for the said task. In case of any mishapening, the person can easily be tracked and held accountable.For instance, you send your junior to collect some documents on your behalf and gave a letter of authorization for the same. On the way, he loses those documents.Now, he would directly be accountable for the loss and pay the compensation.Whereas if a written document was not given, you would be held in charge of the loss.3. Legally Binding Document A letter of authorization consists of a person making a claim and signing underneath it. Both parties are required to sign the document. This makes it a legally binding document.If and when a legal issue arises, such a letter can be used as proof in the court proceeding.4. No Detail is Missed OutWhen you write a letter of authorization, you clearly specify the name of the person, date of authorization together with duties that you are authorizing the person to perform.So if in the future they do more or less than what they were allowed to do, the document can be referred to verify.Speaking of details, what details should ideally be mentioned in an authority letter?What language should be used?How long should the document be?Let us explore the answers to all these questions in the next section.Read more: Business Letters: Definition, Types, Format, and Tips!How to Write a Letter Of Authorization or Authority Letter? (Structure, Format & Tone)When you start

writing a document, framing a structure is the first step. It is also the most crucial because, with an improper structure, your message might not be delivered in the right manner. There are two types of letters of authorization. One when you know the recipient and it is directed in a specific place, and the other where you give a general claim allowing a person to perform a task on your behalf if and when required. Structure & Format of a Letter Of Authorization (Specific) Your full name (Single spacing) Your address (Don't forget to add the ZIP code) Date (DD.MM.YYYY) Recipient's full/formal name (With the right title i.e Mr, Mrs, Ms, Dr, Hon. Etc) Recipients' address Respected, Begin the letter by specifying the name and account number/other identification verification of the person to whom you have authorized to perform the task. Then concisely state your reason for delegating the task to the mentioned person. (Why are you authorizing another person should be mentioned here.) Specify the duties that the person has to perform on your behalf. This is done so that the agent does not take advantage of the given power and do more or less than what they were authorized for. Conclude the letter with gratitude for allowing another person to perform tasks that were originally yours. Yours sincerely, Your full name Signature To whomsoever, it may concern Your name, the name of the person who you are authorizing, and the reason behind it. Acknowledge their gratitude and mention your contact details in case they have any queries. Thank you Your full name The Tone of a Letter of Authorization Since it is used in formal operations, the tone of a letter of authorization should also be formal. It is mostly typed and printed rather than handwritten to have more impact and act as a strong proof. The tone should be authoritative rather than demanding. For instance, you say 'I hereby give authority to Jack to perform XYZ task on my behalf' rather than 'Jack will perform my duties. The body should be short and clear. Don't drag on to explain your reason for your absence. Give your case by using not more than 3 lines. Also, don't let it get too personal. Mention a CTA. Always give your contact details in the note, in case something goes wrong. Don't forget that even after delegating duties, you are accountable. 3 Examples of Letter of Authorization (Authority Letter) Just to make things clearer and simpler for you, we have jotted down the body text for some of the common letters of authorization you might need. Example 1. In case of your absence "I (your full name) am writing to authorize (name of the person to be authorized) to do (duties) in my absence. I appreciate your assistance. Please feel free to contact me on (your number/email id) if required." Example 2. In case you're sending someone to pick up documents on your behalf "I (your full name) hereby authorize (name of the person to be authorized) to act as a representative on my behalf to collect (name of the documents ) from (name of the source). You can find the identical copy of (name) to enclosed with this letter, to identify the person when they arrive to collect the documents. This letter is valid until I provide any notice otherwise. I am grateful for your cooperation on the matter. Please contact me on (contact number/ email id) in case of any inquiries." Example 3. In the case of bank authorization "I (your name) writing to authorize (name of the person to be authorized) to manage my account on my behalf. I will be out of the United States from May to July and thus all operations will be handled by (name). I appreciate the bank's support and for understanding my situation. Please feel free to call me on my number (XYZ) for any clarification." Bit.ai: The Ultimate Tool for Writing Authorization Letters Now that you know all about authorization letters, what if we tell you that your next authorization letter can be a smart document with new-age appealing features? Bit.ai brings all your information in one place by allowing you to organize information in workspaces and folders. You choose from 70+ pre-designed templates for creating your authorization letters. Bit's integrated documents make it easy for your entire team to work together intelligently across integrated smart documents. Collaborate on documents from anywhere in the world by co-editing, making inline comments, accessing version history, chatting via document chat, @mentions, and much more. You can insert rich media in your documents with just a click. Be it a PDF file or math excel sheet, you name it and Bit makes your content come alive. For instance, if you put a PDF file link, Bit's smart cloud technology understands the type of document it is and will show it in the original format itself. It's a smart way to weave together various types of digital content together inside one document. Not just this, after completing your amazing document, you can easily share it with the person you're granting authority to, internal teams, and interested stakeholders via a shareable link. You can also export it in almost all formats from PDF, Word, etc. Try one of our templates today! Wrap Up In the middle of a hundred other tasks, making a properly structured and new-age letter of authorization can be a daunting task. Well, with Bit.ai, document creation has made it easier than ever. Now you can focus your time and energy on more important tasks and growth strategies. Ready to create an LOA using Bit? Let us know how it goes by tweeting us @bit\_docs! Further reads: Invitation Letter: What is it & How to Write it Perfectly! Leave of Absence Letter: How to Write it? Employment Verification Letter: Definition, Steps, and Format! Apology Letter: Definition, Format, Tips & Examples! Proposal Letter: What is it & How to Write it? Thank You Letters: What are they & How to Write a Perfect One? Sales Letter: What is it & How to Create it? Letter of Resignation: Definition, Examples, and Format! Complaint Letter: What is it & How to Create it? (With Examples) How To Write A Letter Of Recommendation?

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