

Sample Authorization Letter To Process Documents

[Your Name]

[Address]

[Date]

[Recipient Name]

[Recipient Address]

Dear [Sir, Madam],

I hereby grant [Mr. John Smith] the authorization to [process the documents and sign on my behalf as needed] as described in the scope below. Identity proof details are also provided for verification and authentication purposes.

Authorized Person: [John Smith]

Identity Type: [Passport]

Identity Number: [123456]

Authorized Person's Signature:

Scope of Authorization: [process documents]

Start Date: [start date]

End Date: [end date]

Sincerely,