

LETTER OF AUTHORIZATION

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This Letter of Authorization (this "**Letter**") is made as of [DATE] by [PRINCIPAL FULL NAME], residing at [PRINCIPAL ADDRESS] (the "**Principal**"), who hereby authorizes [AGENT FULL NAME], residing at [AGENT ADDRESS] (the "**Agent**" or "**Authorized Representative**"), to act on the Principal's behalf for the limited purpose described below, and is directed to [RELYING PARTY / "To Whom It May Concern"] (the "**Relying Party**").

The Principal and the Agent are each a "**Party**" for purposes of this Letter.

Recitals. The Principal needs a trusted person to handle a specific matter on the Principal's behalf and is unable or chooses not to handle it personally. The Principal grants the Agent the limited authority set out in this Letter so that the Relying Party can deal with the Agent as the Principal's representative for the stated purpose. This Letter is intended to be limited in scope and duration and is not a general power of attorney unless a separate instrument so provides.

1. Identification of the Parties

1.1 Principal. The Principal is [PRINCIPAL FULL NAME], identified by [GOVERNMENT ID TYPE AND NUMBER, e.g. driver's license], reachable at [PRINCIPAL PHONE] and [PRINCIPAL EMAIL].

1.2 Agent. The Agent is [AGENT FULL NAME], identified by [GOVERNMENT ID TYPE AND NUMBER], reachable at [AGENT PHONE] and [AGENT EMAIL].

1.3 Relationship. The Agent is the Principal's [relationship, e.g. spouse, relative, employee, attorney, or trusted friend].

2. Grant of Authority

2.1 Authorization. The Principal hereby authorizes the Agent to act on the Principal's behalf solely for the following purpose (the "**Authorized Purpose**"): [DESCRIBE THE SPECIFIC TASK, e.g. collect a package, pick up documents, manage a specified account, sign for a delivery, or represent the Principal at a specific appointment].

2.2 Specific powers. In furtherance of the Authorized Purpose, the Agent may [LIST SPECIFIC ACTIONS, e.g. sign receipts, submit and collect forms, make inquiries, and provide identification], and no others.

2.3 No general authority. This Letter grants only the limited authority stated above. It does not authorize the Agent to take any other action, and it is not a general or durable power of attorney.

3. Scope and Limitations

3.1 Limitations. The Agent's authority does not extend to [STATE EXCLUSIONS, e.g. opening or closing accounts, withdrawing funds beyond a stated limit, selling property, or incurring debt in the Principal's

name].

3.2 **Monetary limit.** Where money is involved, the Agent's authority is limited to transactions not exceeding [AMOUNT, or "N/A"].

3.3 **No delegation.** The Agent may not delegate or transfer this authority to any other person without the Principal's prior written consent.

3.4 **Standard of conduct.** The Agent must act honestly, in the Principal's best interest, and within the scope of this Letter, and must keep records of actions taken under it.

4. Effective Period

4.1 **Start.** This authorization is effective from [START DATE].

4.2 **End.** This authorization ends on the earliest of: (a) [END DATE]; (b) completion of the Authorized Purpose; or (c) the Principal's revocation under Section 5.

4.3 **No automatic renewal.** This authorization does not renew automatically and must be re-issued in writing to continue beyond the end date.

5. Revocation

5.1 **Right to revoke.** The Principal may revoke this authorization at any time by written notice to the Agent and, where practical, to the Relying Party.

5.2 **Effect of revocation.** On revocation, the Agent must immediately stop acting under this Letter and return any materials provided for the Authorized Purpose.

5.3 **Reliance before notice.** The Relying Party may rely on this Letter until it receives actual notice of revocation, expiration, or the Principal's death or incapacity, to the extent permitted by applicable law.

6. Representations and Responsibility

6.1 **Principal's representations.** The Principal represents that the Principal has the legal capacity and authority to grant this authorization and that the information in this Letter is accurate.

6.2 **Responsibility for authorized acts.** The Principal accepts responsibility for acts the Agent takes within the scope of this Letter. The Principal is not responsible for acts the Agent takes outside that scope.

6.3 **Indemnity to Relying Party.** To the extent permitted by applicable law, the Principal will not hold the Relying Party liable for reasonable, good-faith reliance on this Letter before receiving notice of its revocation or expiration.

7. Verification and Notice

7.1 **Identity verification.** The Relying Party may verify the Agent's identity and may contact the Principal at the information in Section 1.1 to confirm this authorization.

7.2 **Notices.** Notices under this Letter must be in writing and sent to the addresses above (or as updated in writing) and are effective on receipt.

7.3 **Governing law.** This Letter is governed by the laws of the State of [STATE]. Requirements for authorizations, witnessing, and notarization vary by jurisdiction; the Principal should confirm local requirements.

8. Witness, Notary, and Signature

8.1 **Execution.** The Principal signs below to grant this authorization. The Agent may sign to acknowledge and accept it.

8.2 **Witness or notary.** Depending on the Relying Party's requirements and local law, this Letter may be witnessed or notarized in the spaces provided.

8.3 **Counterparts and electronic signature.** This Letter may be signed in counterparts and by electronic signature, each of which is an original.

PRINCIPAL	AGENT (ACKNOWLEDGMENT)
Signature: _____	Signature: _____
Printed name: [PRINCIPAL FULL NAME]	Printed name: [AGENT FULL NAME]
Title: [N/A]	Title: [N/A]
Date: _____	Date: _____
Witness / Notary (if required):	
WITNESS	NOTARY PUBLIC
Signature: _____	Signature: _____
Printed name: [WITNESS NAME]	My commission expires: [DATE]
Date: _____	Seal / stamp:

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