[Your Name]
[Your Address]
[Your Contact Information] [Date]

[Recipient Name]
[Recipient Address]

Authorization Letter for Signing of Documents

I, [your name] , hereby authorize [Mr. John Smith]to sign all documents related to [my bank account xxxx, my contract with you, my property located at,etc...] on my behalf excluding [excluded documents, specific documents or actions that you don’t want to authorize] starting from [start date]till [end date or empty] .

The authorized person’s identity proof details and signature are provided below for your reference and verification purposes.

Authorized Person: [Mr. John Smith]
Identity Document: [Passport]
Identity Document Number: [123456789]
Authorized Person’s Signature:
Authorized Actions:
Unauthorized Actions:
Start Date: [start date]
End Date: [end date]