[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]