

# Permission to Sign on Behalf

Date: [Insert Date]

To Whom It May Concern,

This letter serves to grant permission for [Name of the person authorized to sign] to sign documents on my behalf. I, [Your Name], am unable to sign these documents personally due to [brief explanation of the reason].

I authorize [Name of the person authorized to sign] to act fully in my stead in all matters related to [specific tasks or documents they are authorized to sign]. This authorization is effective from [start date] until [end date].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further confirmation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]

[Your Position, if applicable]