

# Empowerment Letter

Date: \_\_\_\_\_

To Whom It May Concern,

I, **[Your Full Name]**, residing at **[Your Address]**, hereby empower **[Agent's Full Name]**, residing at **[Agent's Address]**, to act on my behalf in the delivery of legal documents pertaining to **[Specify the Legal Matter]**.

This empowerment allows my agent to sign, receive, and submit all necessary documentation as it relates to the aforementioned legal matter.

This letter is valid until **[Expiration Date]** unless revoked in writing by me.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_

**[Your Full Name]**

**[Your Phone Number]**

**[Your Email Address]**