[Sender Name]

[Sender Designation]

[Company Address]

Date:

[Name of Recipient]

[Designation of Recipient]

**Subject: Authorization Letter to Sign Legal Documents**

Dear Sir/Madam,

I authorize Mr./Mrs. [name of Representative] to sign any or all of the legal documents for the case number [mention case number] on my behalf. I will be out of country from [mention start date] to [mention end date]. The details of my representative are:

[mention details of your representative such as name, address, drivers license number or some ID number, and signatures, etc.]

Mr./Mrs. [name of Representative] has my full confidence and permission to sign these documents during my absence. If you have any queries or questions regarding this authorization, you can contact me through the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]