

# Authorization Letter with Notary Public Sample Format

**Date:** [Insert Date]

## To Whom It May Concern:

I, **[Your Full Name]**, with identification number **[ID Number]** and residing at **[Your Address]**, hereby authorize **[Authorized Person's Full Name]**, with identification number **[Authorized Person's ID Number]** and residing at **[Authorized Person's Address]**, to act on my behalf in the following matter(s):

- [Clearly state the specific matter(s) or actions the authorized person can perform, e.g., "To collect my documents from the office," "To sign checks on my behalf," etc.]

This authorization is valid from **[Start Date]** to **[End Date]** unless otherwise revoked by me in writing.

I hereby state that all acts, deeds, and decisions made by **[Authorized Person's Name]** in relation to the above-stated matters are valid and binding.

Sincerely,

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**[Your Full Name]**  
**Signature**

## Notary Public Section

**State of:** \_\_\_\_\_

**County of:** \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, **[Notary Public's Name]**, a Notary Public in and for said state, personally appeared **[Your Full Name]**, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

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**Notary Public**

My commission expires: \_\_\_\_\_

*(Seal)*