

Sample Authorization Letter with Notarized Signature

A **sample authorization letter with notarized signature** serves as a formal document that grants permission or authority to an individual to act on behalf of the sender in specific matters. This letter typically includes details of the parties involved, the scope of the authorization, and the duration for which the authorization is valid. The notarized signature adds a layer of legal authenticity, confirming the identity of the signer and ensuring that the document is recognized as valid and binding by third parties and institutions. This is crucial for official transactions, legal proceedings, or when dealing with sensitive information or assets.

Sample Authorization Letter Template

(This is a sample template. Replace all brackets with your applicable information.)

Date: [MM/DD/YYYY]

To: [Recipient's Name/Organization]

Address: [Recipient's Address]

Subject: **Authorization to [Specify Purpose]**

Dear [Recipient's Name],

I, **[Your Name]**, born on **[Your Date of Birth]**, residing at **[Your Full Address]**, hereby authorize **[Authorized Person's Name]**, born on **[Authorized Person's Date of Birth]**, residing at **[Authorized Person's Full Address]**, to act on my behalf in the following matter(s):

[Specify the act(s) or transaction(s) the person is authorized to carry out]

This authorization is valid from **[Start Date]** to **[End Date or "until revoked in writing"]**.

I confirm that I am granting this authorization of my own free will and that I assume full responsibility for any actions taken by my authorized representative during the validity of this authorization.

Sincerely,

[Your Name]

[Your Contact Number]

[Your Email Address]

Signature:

Notarization Block (for use by Notary Public)

NOTARY ACKNOWLEDGMENT

State of [State]

County of [County]

On this [day] of [month, year], before me, [Notary's Name], a Notary Public in and for said state, personally appeared [Your Name], known to me (or proven on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument, and acknowledged that (he/she/they) executed it for the purposes stated therein.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public Signature

(Seal)