

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Authorization to Act on My Behalf Regarding Immovable Property

Dear [Recipient's Name],

I, [Your Full Name], hereby authorize [Representative's Full Name],  
residing at [Representative's Address], to act as my representative  
regarding all matters related to my immovable property located at  
[Property Address].

This authorization includes, but is not limited to, the ability to  
negotiate, sign contracts, manage transactions, and convey information  
regarding said property.

This authorization is effective from [Start Date] and will remain in  
effect until [End Date or "revoked in writing"].

Please feel free to contact me directly at [Your Phone Number] or [Your  
Email Address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]