

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

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

Subject: Property Transfer Authorization

Dear [Recipient Name],

I, [Your Name], the undersigned owner of the property located at [Property Address], hereby authorize [Authorized Person's Name] to act on my behalf regarding the transfer of the aforementioned property.

This authorization grants [Authorized Person's Name] full authority to execute any documents necessary for the transfer, including but not limited to, signing the deed, handling all related paperwork, and communicating with relevant parties involved in the transaction.

This authorization is valid until [End Date] or until revoked by me in writing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title (if applicable)]