Date: 06-20-20xx

From:  
Name of the Person Issuing it  
Address

To Whom It May Concern

Re: Letter of Authorization

Dear Sir / Madam,

I, Michael Richards, hereby authorize Miss. Tabitha Johnson to take over the authority of claiming information and relevant documents in regards to the possession of my new (real estate properties invested on after June 2012) property assets. She will be responsible for collecting official documents, receiving them, signing papers related to possession and hand over of the property. This right is effective from June 20, 20xx.

My lawyer, Mr. Robert Patrick and the builder, Mr. George Martin, in whose scheme I have invested, are aware of this authorization. They will be working towards my documents claim and handing over the responsibilities. Kindly find attached the attested copy of Miss. Tabitha Johnson's attested signatures for your reference.

Regards,  
(signature)  
Michael Richards