

Letter of authorization to act on behalf in court

John Adams

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New York, NY 10001

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(555) 123-4567

October 17, 2024

New York County Court

60 Centre Street

New York, NY 10007

Subject: Authorization to Act on Behalf of John Adams in Court Proceedings

Dear Court Clerk,

I, John Adams, authorize Michael Williams, residing at 456 Elm Street, New York, NY 10001, to act on my behalf in all court matters pertaining to case number 2024-CV-789 at the New York County Court. Due to medical reasons, I am unable to attend court proceedings and require representation for the duration of the case.

Scope of Authorization

This letter authorizes Michael Williams to:

- Attend hearings and represent me in all court appearances for the case
- Submit and receive necessary documents as required by the court

- Make statements and respond on my behalf as relevant to the case proceedings

Effective Dates

This authorization is valid from October 20, 2024, until the case concludes, or unless earlier revoked in writing.

Identification Details

For verification, Michael Williams will present his driver's license as proof of identity during court appearances.

Please contact me at (555) 123-4567 or via email at john.adams@email.com for further verification if needed.

Thank you for your assistance in this matter.

Sincerely,

John Adams

[Signature].