

# Contractor Agent Authorization Letter

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Peter Johnson  
45 Elm Street  
Denver, CO 80203  
December 20, 2024

XYZ Construction Services  
123 Builder's Avenue  
Denver, CO 80205

**Subject:** Authorization to Act as Contractor Agent

Dear Sir/Madam,

I, Peter Johnson, hereby authorize Kevin Miller to act as my authorized contractor agent to oversee, negotiate, and manage all matters related to the construction project at 789 Oak Lane, Denver, CO 80206.

Details of the authorized agent are as follows:

- Name: Kevin Miller
- Address: 678 Contractor Road, Denver, CO 80207
- Contact Number: (303) 456-7890
- ID Proof: Passport #C123456789

Kevin Miller is authorized to represent me in contractual negotiations, manage on-site operations, procure materials, hire subcontractors, and handle related documentation and approvals necessary for the construction project. This authorization is valid from December 20, 2024, to December 31, 2025, unless revoked earlier in writing.

I confirm that I take full responsibility for all actions undertaken by the authorized agent within the scope of this authorization.

For further clarification, please contact me at (303) 789-6543 or peter.johnson@example.com.

Thank you for your attention to this matter.

Sincerely,  
Peter Johnson  
(Signature)

**Enclosures:**

1. Copy of Peter Johnson's ID Proof
2. Copy of Kevin Miller's ID Proof
3. Relevant supporting documents (if applicable)