

# To Whom it May Concern Letter for Authorization

---

**Robert Clark**

502 West End Avenue

Capital City, VA 23220

Email: robert.clark@example.com

Phone: (804) 555-1234

January 30, 2025

**To Whom It May Concern,**

I, Robert Clark, hereby authorize my brother, James Clark, to act on my behalf in all matters concerning my property transactions while I am out of the country between February 1, 2025, and April 30, 2025. James Clark will have full authority to engage in transactions, sign documents, and make decisions regarding the sale, purchase, or management of my property assets during this period.

James Clark's personal details are as follows:

- **Full Name:** James Allen Clark
- **Address:** 400 East Main Street, Capital City, VA 23219
- **Phone Number:** (804) 555-5678
- **Relationship to Authorizer:** Brother

This authorization includes but is not limited to signing sale agreements, negotiating terms with buyers or sellers, and making financial transactions such as receiving payments or making deposits. It is important to note that any agreements or

commitments made by James Clark during this period within the scope of this authorization will be legally binding and honored by me upon my return.

Please be advised that this authorization is given freely and without coercion, and will remain in effect until formally revoked in writing by me, should that become necessary.

Attached you will find a copy of my identification as well as James Clark's, to verify our identities and this authorization. Should you require any additional information or have questions regarding this matter, please do not hesitate to contact me at the email or phone number provided above.

Thank you for your attention to this matter and for your cooperation with James Clark during my absence. I appreciate your understanding and am confident that all matters will be handled efficiently and professionally.

**Sincerely,**

Robert Clark