

[Date]

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

RE: Authorization Signature for [Property Address/Project Name]

To Whom It May Concern,

This letter serves as formal notification that [Property Manager Name] is the authorized Property Manager for the property located at [Property Address].

In this capacity, [Property Manager Name] is authorized to sign all documents, contracts, and agreements related to the management and operation of the aforementioned property, including but not limited to:

- Lease agreements and renewals
- Maintenance and vendor contracts
- Utility service applications
- Insurance claims and correspondence

This authorization remains in effect until written notice of revocation is provided.

Sincerely,

[Signature]
[Printed Name of Property Owner/Executive]
[Title]
[Company Name]

Property Manager Acknowledgment:

[Signature of Property Manager]
[Printed Name of Property Manager]
[Date]