**Date:** [Insert Date]

**To:** [Recipient Name/Legal Representative]
**Address:** [Recipient Address]

**Subject:** Letter of Instruction for Execution of General Power of Attorney

Dear [Name],

I, [Your Full Name], residing at [Your Address], am writing to provide formal instructions regarding the execution of a General Power of Attorney (GPA) in favor of [Agent's Full Name], residing at [Agent's Address].

Please proceed with the preparation and execution of the document based on the following terms:

- **Scope of Authority:** The Agent shall have the general authority to act on my behalf in all matters permitted by law, including but not limited to financial, business, real estate, and legal transactions.
- **Effective Date:** This Power of Attorney shall become effective immediately upon signing.
- **Duration:** This authority shall remain in effect until [Insert Date] or until I provide written notice of revocation.
- **Signing Requirements:** Please arrange for the signing ceremony to take place in the presence of a Notary Public and [Number] witnesses as required by local jurisdiction.

Once the document is executed and notarized, please provide the original copy to [Name] and a certified copy to [Name].

If you require any further information or documentation to complete this process, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]