Date: [Insert Date]

To: [Name of Attorney-in-Fact/Recipient]
Address: [Insert Address]

Subject: Letter of Instruction for Execution of Special Power of Attorney (SPA)

Dear [Name of Recipient],

I am providing you with the attached Special Power of Attorney (SPA) which grants you the authority to act on my behalf for the specific matters outlined below:

- [Insert Specific Task 1, e.g., The sale of the property located at Address]
- [Insert Specific Task 2, e.g., Representation in a specific legal or banking transaction]
- [Insert Specific Task 3, e.g., Signing of specific contracts or documents]

Execution Instructions:

Please follow these steps to ensure the document is legally binding:

1. Review the document carefully to ensure all details are correct.
2. Sign the document in the presence of a Notary Public.
3. Ensure the Notary Public affixes their seal and signature on the Acknowledgement page.
4. [Optional: Mention if the document requires an Apostille or authentication for international use].

Validity:

This authority is limited strictly to the acts defined in the SPA and shall remain valid until [Insert Expiration Date] or until the specific task is completed, unless revoked by me in writing sooner.

Please acknowledge receipt of this letter and the attached document. Keep me updated on the progress of these matters.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Contact Information]