Date: [Insert Date]

To: [Name of Agent/Attorney-in-Fact]
[Address]
[City, State, Zip Code]

Subject: Letter of Instruction for Execution of Limited Power of Attorney

Dear [Name of Agent],

Enclosed is a Limited Power of Attorney (LPOA) form designating you as my Agent. This document grants you the specific authority to act on my behalf for the limited purposes described below.

1. Scope of Authority:
You are authorized to perform only the following actions: [Specifically list actions, e.g., signing closing documents for the sale of the property at 123 Main St].

2. Effective Period:
This authority begins on [Start Date] and shall automatically expire on [End Date/Event], unless revoked by me in writing prior to that time.

3. Execution Instructions:
When signing documents under this authority, you must sign your name as follows: *"[Your Name], as Agent for [My Name]."*

4. Records and Reporting:
Please maintain a record of all transactions or documents signed under this LPOA and provide me with copies of all executed materials within [Number] days of completion.

By accepting this appointment, you agree to act in my best interest and within the specific limitations set forth in the attached document.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]

Enclosure: Signed and Notarized Limited Power of Attorney