**Legal Authorization Letter**

Mark Smith, 1112 Little St.

Los Angeles, CA 90034 [Date]

Mr. John Due

Law Offices of Doe, Clark and Kim 545 Main St. Suite 2478

Dear Mr. Doe,

I, Mark Smith, authorize Sarah Jones to sign the pre- discussed legal documents while I am out of town between the dates \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_. Since this is a time-sensitive matter, it is necessary for Ms. Jones to sign my document in my absence.

I appreciate both you and Ms. Jones for cooperation in this matter.

Sincerely, Mark Smith