

Legal Authorization Letter

Mark Smith,
1112 Little St.
Los Angeles, CA 90034

[Date]

Mr. John Doe
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