

Authorization Letter for SSS

Sample Legal Authorization Letter

Mark Smith

1112 Little St.

Los Angeles, CA 90034

December 30, 2012

Mr. John Doe

Law Offices of Doe, Clark, and Kim

545 Main St., Suite 213

Los Angeles, CA 98543

Dear Mr. Doe,

I, Mark Smith, authorize Sarah Jones to sign the pre-discussed legal document (case #1234556) while I am out of town between the dates of January 5, 2013 and January 24, 2013. Since this is a time-sensitive matter, it is necessary for Ms. Jones to sign this document in my absence.

I appreciate both your and Ms. Jones' cooperation in this matter.

Sincerely,

Mark Smith