

Authorization Letter for Title Transfer

(Your name)

(Your address)

(Your contact information)

(Date)

(Name of the Recipient)

(Address of the Recipient)

(Contact Information of the Recipient)

Sub: Authorization Letter for Title Transfer

Dear (Name of the Recipient),

To whom it may concern,

I, (mention the name of the person) from this date (mention the date), is transferring the ownership of my (mention the details) to Mr (mention the name of the person). Therefore I am requesting you to change the ownership of (mention details) to his name.

I feel very sorry for not being able to contact you personally regarding this matter. As of now we are very busy with (mention the details).

Therefore I give my relative Mr (mention the name) full authority to make any decision and to sign all the documents related to the ownership transfer process on my behalf of me.

I am attaching all the related documents and my ownership certificate of (mention details) with this letter.

Rest assured that I am taking full responsibility for this request. Feel free to call me any time.

Hope you will consider my request and oblige me.

Thank you very much,

Sincerely,

(Hand-written Signature)

(Date)

(Notary or witness if required)