To

[The person in charge]  
[Designation]  
[Department Name]  
[Company Name]

**Subject: [XYZ] loan authorization letter**

Dear Mr. ABC,

I, \_\_\_\_\_\_\_\_ mention your name, hereby authorize my sister Miss. Lisa to act on my behalf in the process of the loan application. She is being given authority by me to read and sign all the documents that your company requires to successfully process the loan payment. Miss Lisa will be responsible to provide you with all the documents that your company requires for the loan process.

I would like to add here that this authorization will remain valid until the complete processing of the loan payment. I am attaching all the certified copies of all the documents for your confirmation of my employment, my relationship with my sister, my bank statement, etc. If you want to know anything regarding this matter, you can reach me at (mention your contact details including phone number or email address).

If there is anything you need to ask about the loan application or payment, please contact my sister. I would be very grateful to you if you accept my letter of authorization and allow my sister to act on my behalf. You are allowed to use this letter as a legal document for your security.

Thank you so much for your support and cooperation. I look forward to your positive response.

Yours sincerely.

[Your Name]  
[Designation]  
[Department]