**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: property authorization letter for [X]**

Dear Mr. ABC,

I, \_\_\_\_\_\_\_\_\_\_\_\_ (mention your name) authorize my manager Mr. XYZ to act on my behalf to monitor all those matters that are related to my property located at \_\_\_\_\_\_\_ (mention the address of the property). Mr. XYZ shall be responsible for renting out my property to anyone and collecting rental amounts. This authority will remain effective till further correspondence. I am compelled to authorize my manager because I am away from my country for some time, and it would not be possible for me to handle these matters myself.

I acknowledge that I have read all the terms and conditions of authorizing anyone for handling my property matters and I will try to abide by all the conditions.

Mr. XYZ will be able to sign all the documents that are related to renting out the property. I can be reached at (mention your phone number) if you want to know about this authorization.

Thank you so much for your assistance.

Yours faithfully,

Name of the sender  
Sender’s designation in the company  
Name of the company