**To**

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

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

Dear Mr. ABC,

The undersigned property owner would like to authorize Mr. ABC to apply for a house loan on the behalf of the property owner located at \_\_\_\_\_\_ (mention the address of the property).

The undersigned acknowledges Mr. ABC as a trustworthy person who can apply for the loan payment on the house. Mr. ABC shall perform all those actions that an actual property owner is required to perform. He can sign all the documents that your institute needs to process the loan application. This authority will remain effective till the entire house loan processing takes its course. Please note that the subject of the letter has only that authority which has been mentioned above.

A copy of the identity card of Mr. ABC, documents of the house, and Identity documents of the undersigned are attached to this letter. The undersigned property owner can also provide more documents if requested. Furthermore, this letter of authority can be used for legal matters.

Thank you so much for your cooperation. You can contact me at (mention your phone number) for further queries regarding this letter of authority. You can also talk to Mr. ABC about any matter regarding the house loan.

Yours sincerely.

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