

Date: [Insert Date]

To:

[Recipient Name or Institution Name]

[Department, if applicable]

[Address Line 1]

[Address Line 2]

Re: Signature Clarification for [Principal's Full Name]

Account/Reference Number: [Insert Number, if applicable]

Dear [Recipient Name or Contact Person],

I am writing to provide clarification regarding the signature on the recently submitted documents for [Principal's Name].

Please be advised that I am acting as the Attorney-in-Fact for [Principal's Name] under a Power of Attorney agreement executed on [Date POA was signed]. Due to [Principal's Name]'s [reason for inability to sign, e.g., physical disability/illness/absence], I have signed the documents on their behalf.

The signature appears as follows: **[Your Signature Name], as Agent for [Principal's Name]**.

I have attached a certified copy of the Power of Attorney document for your records to verify my authority to sign. If you require further documentation or have any questions, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Attorney-in-Fact for [Principal's Name]