

Date: [Date]

To: [Lending Institution Name]

Address: [Lender Address]

Loan Number: [Your Loan Number]

RE: Authorization for Mortgage Closing Representatives

Dear [Contact Person or Department],

I/We, [Your Name(s)], hereby authorize the following individual(s) or entity to act on my/our behalf regarding the closing of the mortgage for the property located at [Property Address].

Authorized Representative Information:

- **Name:** [Representative Name]
- **Relationship/Title:** [e.g., Attorney, Title Agent, Power of Attorney]
- **Phone Number:** [Representative Phone]
- **Email:** [Representative Email]

This authorization allows the representative named above to:

- Receive and review closing disclosures and loan documents.
- Coordinate closing dates and logistics.
- [Optional: Sign legal documents on my behalf (Power of Attorney attached)].

This authorization is valid until the completion of the closing process or until revoked by me in writing. Please contact me directly at [Your Phone Number] or [Your Email Address] if you require further verification.

Sincerely,

[Your Signature]

[Your Printed Name]

[Co-Borrower Signature, if applicable]

[Co-Borrower Printed Name]