Ashford Business Services Ltd

Authorization Letter

This template provides general wording only and is not legal advice. Check the wording against your agreement and the rules that apply to you before you use it.

9 November 2026
From: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH
To: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH
Dear Sarah Mitchell,
Re: Authorisation to act on my behalf

I, Sarah Mitchell, authorise Sarah Mitchell to act on my behalf as set out below.

1. Person authorised

Full name: Sarah Mitchell
Address: 14 Oakfield Road, Birmingham B17 9JH
Identification document: Type and number of the identification document, if required
Contact number: Contact number of the authorised person
Email address: sarah.mitchell@ashford-business-services.co.uk

2. Scope of authority

May do: (a) collect Documents to be collected; (b) submit Documents to be submitted; (c) sign Documents that may be signed; (d) represent me in discussions about Subject of the representation; (e) Any other act the authorised person may carry out.
May not: (a) sign any document not listed in this letter; (b) make any payment above £45.00; (c) agree to any change to £45.00; (d) Any other act the authorised person must not carry out.

3. Validity, identification and revocation

This authorisation takes effect on 9 November 2026 and remains in effect until 9 November 2026, unless revoked earlier as set out below.

The authorised person should present this letter with Identification document to be shown. Anyone relying on it may contact me at sarah.mitchell@ashford-business-services.co.uk to confirm it.

I may revoke this authorisation at any time by written notice to Sarah Mitchell and to the authorised person. It ends when that notice is received, or on the end date in section 3, whichever is earlier.

I confirm that the details in this letter are correct and that I give this authorisation freely.
Signature: _____ **Date:** 9 November 2026
Full name: Sarah Mitchell **Role:** Office Manager

Acknowledged by the authorised person: Signature: _____
Full name: Sarah Mitchell **Date:** 9 November 2026