Date: [Insert Date]

To: [Enter the Recipient Name]  
[Address of the recipient]

From: [Name of the sender]  
[Address of the sender]

**Subject: Authorization letter to perform renovation**

Respected Mr. ABC,

I, [mention your name] authorize Mr. [mention the name of the tenant] to renovate the house which is located at [give the complete address]. The person being authorized is allowed to perform and oversee the entire process of house makeover. The main responsibilities that he is authorized to perform include:

1. The tenant who is an authorized individual is allowed to talk to various contractors to initiate the process of modernization of the property that is in his possession.
2. The tenant is also authorized to make decisions on my behalf regarding choosing the style, design, material, and overall outlook of the house. The tenant is authorized to provide instructions, ask for changes in the design model, overseeing the procedure to ensure that everything is being done following the budget that has been set and the style that has been selected.
3. All the financial matters will also be handled by the tenant including making payments to contractors, signing legal contracts regarding the funding of the renovation, keeping records of the supplies, and whatnot.
4. The tenant will have to communicate with suppliers, vendors, and contractors for various purposes. Different regulatory authorities will also be contacted by legal and professional correspondence to assist in the lawful renovation of the house.

The authority of the tenant to supervise and carry out the rebuilding of the house will remain valid until I come back and write another letter for the revocation of the authority. The tenant is instructed to perform only those actions on my behalf that have been specified in the letter. The sale and purchase of supplies as well as any component of the property does not lie in the authority of the tenant.

If there is anything you need to know more about this matter, feel free to contact me. I request you to please allow [mention the name of the tenant] to perform the rebuilding of the house as per the defined rules. I hope to see cooperation from your side.

Regards,

Name of the landlord

Signatures