To,

Fred Darwin

TENANT

Da-56, Williamson estate, Putney

Circle Lane

London, United Kingdom

Date: 5th June 20XX

**Subject: landlord authorization letter**

Dear Mr. Darwin

I, Henry Brown, your LANDLORD am writing this letter to you to inform you that I would be out for a business meeting from 1st July 20XX to 15th July 2014 and thus won’t be able to collect the monthly payment for the month of June. I thus authorize my Brother Mr. Tim Brown to act on my behalf and collect the rental payment.

I would like to inform you that my brother lives in the house next to mine at 4-P, Williamson estate, Putney and would be available for any problems or queries that you may have.  He works from his house and would thus be available at all times during this period. His phone number is 473059055 and his email address is timbrown@gmail.com, if you need to communicate with him.

I hope that even during my absence you will follow all the terms of the rental contract and abide by the rules as discussed.

I hope that all your doubts are clear.

Thanking you

Henry Brown