

Authorized Business Representative Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

This letter serves to confirm that [Authorized Representative's Name] is an authorized representative of [Your Company's Name]. As of [Effective Date], they have full authority to act on behalf of our organization in matters related to [specific areas of authority, e.g. contracts, negotiations, etc.].

Please feel free to contact me directly at [Your Phone Number] or [Your Email] should you have any questions or require further verification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Address]