

Corporate Representative Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves as formal authorization for [Representative's Full Name], holding the position of [Representative's Job Title] at [Company Name], to act on behalf of [Company Name] in matters related to [specify matters, e.g., contract negotiations, project management].

[Representative's Full Name] is authorized to represent our company in dealings with [specific companies, individuals, or agencies]. This authorization is effective from [start date] to [end date].

Should you require any further information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]
[Your Job Title]
[Company Name]
[Company Address]
[Phone Number]
[Email Address]