

Retail Purchase Permission Letter

Date: _____

To Whom It May Concern,

This letter serves to confirm that I, **[Your Name]**, am granting permission for **[Name of Person Authorized]** to make retail purchases on my behalf. This authorization is effective from **[Start Date]** to **[End Date]**.

All purchases made by **[Name of Person Authorized]** during this period will be considered valid and charged to my account.

If you have any questions regarding this authorization, please feel free to contact me at **[Your Phone Number]** or **[Your Email]**.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Address]

[City, State, Zip Code]