

Delegation Approval for Import/Export Transaction

Date: [Insert Date]

To Whom It May Concern,

This letter serves to confirm the delegation of authority for the following import/export transaction:

Transaction Details:

Transaction ID: [Insert Transaction ID]

Description: [Insert Description]

Quantity: [Insert Quantity]

Value: [Insert Value]

We hereby authorize [Delegate's Full Name], holding the position of [Delegate's Position] at [Company Name], to act on behalf of [Your Company Name] in all matters related to this transaction. This includes but is not limited to signing documents, handling correspondence, and making decisions necessary for the successful completion of the transaction.

This delegation of authority is effective as of [Start Date] and will remain in effect until [End Date].

Thank you for your attention to this matter. Should you require any further information, please feel free to contact us.

Best regards,

[Your Full Name]

[Your Position]

[Your Company Name]

[Your Contact Information]