

Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the undersigned, holding the position of [Your Position] at [Your Company Name], located at [Your Company Address], hereby appoint and authorize [Representative's Name], holding the position of [Representative's Position], to act on behalf of [Your Company Name] regarding all business transactions and legal matters.

This authorization includes, but is not limited to, signing documents, negotiating agreements, and making decisions pertaining to our business operations as required.

This authorization is effective immediately and will remain in effect until revoked in writing.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Contact Information]