

# Vendor Partnership Authorization Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Vendor Company Name]

[Vendor Company Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to inform you that [Your Company Name] has authorized a partnership with [Vendor Company Name]. This partnership will allow both parties to collaborate and achieve mutual benefits in [specific fields or projects].

We authorize [Vendor Representative Name], [Title] to act on behalf of [Your Company Name] in all matters regarding our partnership. They can be reached at [email address] or [phone number].

We look forward to a successful collaboration and are excited about the potentials this partnership holds.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]