

Authorization Letter

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], owner of [Your Business Name], hereby authorize [Contractor's Name] to act on my behalf in the renewal of our local business license. This authorization includes the power to submit all necessary documents and provide the required information to the relevant local authorities.

Please find my contact information below should you require any further verification:

- **Owner's Name:** [Your Name]
- **Business Address:** [Your Business Address]
- **Phone Number:** [Your Phone Number]
- **Email Address:** [Your Email Address]

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Business Name]