

Contract Authorization Letter

Date: _____

To:

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your contract has been reviewed and authorized by our management. The details of the contract are as follows:

Contract Title: [Title of the Contract]

Contract Number: [Contract Number]

Effective Date: [Start Date]

Expiration Date: [End Date]

We kindly ask you to sign and return the attached copy of the contract to confirm your acceptance and to proceed with the project as discussed.

If you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your Email]

[Your Phone Number]