

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorization to Negotiate Terms

I, [Your Full Name], hereby grant authorization to [Authorized Person's Name], [Position/Title], to negotiate on my behalf regarding [specific subject or agreement] with [Recipient's Company Name].

This authorization includes the ability to discuss, modify, and reach an agreement on the terms and conditions as deemed necessary.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title (if applicable)]