

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: BQ Permit Authorization Letter

Dear [Recipient Name],

I, [Your Name], in my capacity as [Your Position/Title] of [Your Company/Organization Name], hereby authorize [Authorized Person's Name] to act on behalf of our organization to apply for and obtain the necessary BQ permit required for [specific purpose or project description].

This authorization includes, but is not limited to, the submission of applications, signing of related documents, and any other actions required to facilitate the permit acquisition process.

Please extend your full cooperation to [Authorized Person's Name] during this process. Should you have any questions or require further confirmation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title]
[Your Company/Organization Name]