

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

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Authorization Letter for BQ Certification

Dear [Recipient Name],

I, [Your Name], hold the position of [Your Position] at [Your Company/Organization], and I am writing to formally authorize [Authorized Person's Name] to act on my behalf regarding the BQ certification process.

[Authorized Person's Name] is entrusted to take any necessary actions, including but not limited to submitting documents, attending meetings, and obtaining information related to the BQ certification.

Please provide [Authorized Person's Name] with any assistance they may require in this process.

Thank you for your cooperation.

Sincerely,

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