

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Authorization Letter for E-Way Bill Generation

Dear [Recipient Name],

I, [Your Name], the [Your Designation] of [Your Company Name], hereby authorize [Authorized Person's Name] to act on behalf of our organization for the purpose of generating e-way bills for the transportation of goods.

Details of the authorized person:

- Name: [Authorized Person's Name]
- Designation: [Authorized Person's Designation]
- Contact Number: [Authorized Person's Contact Number]

This authorization is valid from [Start Date] to [End Date].

Please extend your cooperation to [Authorized Person's Name] in carrying out this task.

Thank you.

Sincerely,

[Your Signature]

[Your Name]

[Your Designation]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Number]