

[Your Company's Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Subject: Letter of Authorization

Dear [Recipient Name],

We, [Your Company Name], hereby authorize [Authorized Person's Name], holding the position of [Authorized Person's Position] at our company, to act on our behalf in all matters related to [specific purpose or transaction, e.g., signing contracts, handling legal documents] effective immediately.

This authorization will remain in effect until [expiration date] or until revoked in writing by [Your Company Name].

Please direct any inquiries regarding this authorization to [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Company Registration Number]

[Company Seal, if applicable]