

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, ZIP Code]

Subject: Authority Letter for MMD Use

Dear [Recipient Name],

This letter serves to formally authorize [Name of Authorized Person] to act on behalf of [Your Company/Organization Name] regarding all matters pertaining to the MMD (Material Management Department) operations. This authorization includes, but is not limited to, the following responsibilities:

1. Submission of documents
2. Collection of materials
3. Communication with vendors
4. Other related tasks

This authority is effective from [start date] to [end date] unless revoked in writing prior to that date.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]

[Company Seal if applicable]