

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

Subject: Authority Letter for MMD

Dear [Recipient's Name],

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize [Authorized Person's Name], holding the position of [Authorized Person's Position], to act on behalf of [Your Company Name] in all matters related to the MMD (Material Management Division).

This authorization includes, but is not limited to, the following:

1. Submission of documents and applications.
2. Attendance at meetings and negotiations.
3. Signing of necessary forms related to MMD activities.

This authority is effective from [Start Date] and will remain in effect until [End Date] or until revoked in writing.

Should you require any further verification of this authorization, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Contact Information]