

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Address]

[City, State, Zip Code]

Subject: Authority Letter for MMD

Dear [Recipient's Name],

I, [Your Name], [Your Position] of [Your Company Name], hereby authorize [Authorized Person's Name], [Authorized Person's Position], to act on behalf of our company regarding all matters related to the MMD (Ministerial Management Directive).

This authority includes, but is not limited to:

- Submitting necessary documents
- Attending meetings
- Making decisions relevant to MMD

This authorization is effective from [Start Date] until [End Date] or until further notice.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Company Seal if applicable]