

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Business Authorization Letter

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize [Authorized Person's Name] to act on behalf of [Your Company Name] in all matters related to [specific tasks or responsibilities]. This authorization is effective from [start date] until [end date or "until further notice"].

[Authorized Person's Name] is authorized to [specific actions they can take, e.g., sign documents, make decisions, represent the company at meetings, etc.].

Should you have any questions or require further verification, 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 (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]