

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Authorization for PVC Card Issuance

Dear [Recipient Name],

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize [Name of Authorized Person/Department] to act on behalf of our company for the issuance of PVC cards.

Details of the authorized person:

Name: [Authorized Person's Name]

Position: [Authorized Person's Position]

Contact Number: [Authorized Person's Phone Number]

Purpose of PVC Card: [Brief description of why the PVC card is required]

This authorization is effective as of [Start Date] and will remain valid until [End Date] unless revoked in writing.

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 Contact Information]