

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorization of Business Representative

I, [Your Name], [Your Title] of [Your Company], hereby authorize [Authorized Representative's Name] to act on behalf of [Your Company] in all matters related to [specific purpose, e.g., business negotiations, contract discussions, etc.].

This authorization is effective from [Start Date] to [End Date] unless revoked in writing prior to that date.

Should you have any questions or require further confirmation, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]