**LETTER OF AUTHORIZATION**

I--------------- [name and designation] employee of------------ [company], do hereby authorize ---------- [name] ……………………. [designation] to receive the delivery from --------- [name of the client] on --------- [date], on behalf of the company, in my absence.

Signature and Company Seal

Name and designation

STATE OF --------
COUNTY OF --------

Notary Public ………………………..

Signature …………………………….

SEAL [of the notary officer]

**Date**