**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**