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| **AUTHORITY LETTER** | [Email] |
| Behalf of Company | [Address] |
|  | [Phone] |

TO [Receiver Name] [Receiver Title]

**Subject:** Letter of Authorization on Behalf of [Your Company Name]

Dear [Recipient's Name],

I am writing on behalf of [Your Company Name], to formally authorize [Agent's Full Name] as our designated representative and agent for the purpose of [state the specific purpose of the authorization].

[Agent's Full Name] is an employee of [Your Company Name] and holds the position of [Agent's Job Title]. They have been duly appointed and authorized to act on behalf of our company in all matters pertaining to [the specific purpose of the authorization]. This includes, but is not limited to, negotiating, signing contracts, making decisions, and conducting any other business-related activities that may be necessary.

This authorization is effective from [start date] and will remain valid until [end date], unless otherwise terminated or renewed in writing by [Your Company Name].

Please be advised that any actions taken by [Agent's Full Name] on behalf of [Your Company Name] will have the same legal and binding effect as if they were taken directly by the company itself. Therefore, we kindly request that you recognize [Agent's Full Name]'s authority to act on our behalf in the matter stated above.

If you require any further verification or documentation regarding this authorization, please do not hesitate to contact us at [Your Company's Contact Information].

Thank you for your prompt attention to this matter. We trust that this arrangement will be beneficial and productive for all parties involved.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]