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

Dear Mr. Smith,

**Subject:** Letter of Authorization on Behalf of XYZ Corporation

I am writing on behalf of XYZ Corporation, to formally authorize Ms. Emily Johnson as our designated representative and agent for the purpose of negotiating a potential partnership between our companies.

Ms. Emily Johnson is an employee of XYZ Corporation and holds the position of Business Development Manager. She has been duly appointed and authorized to act on behalf of our company in all matters pertaining to the establishment of a strategic partnership between XYZ Corporation and ABC Enterprises. This includes, but is not limited to, negotiating terms, signing contracts, making decisions, and conducting any other business-related activities that may be necessary to facilitate the partnership.

This authorization is effective from August 15, 20XX, and will remain valid until December 31, 20XX, unless otherwise terminated or renewed in writing by XYZ Corporation.

Please be advised that any actions taken by Ms. Emily Johnson on behalf of XYZ Corporation 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 Ms. Emily Johnson's authority to act on our behalf in the establishment of the proposed partnership.

If you require any further verification or documentation regarding this authorization, please do not hesitate to contact us at XYZ Corporation's headquarters.

Thank you for your prompt attention to this matter. We trust that this arrangement will be beneficial and productive for both XYZ Corporation and ABC Enterprises.

Sincerely,

Jane Williams

Chief Executive Officer

XYZ Corporation

jane.williams@xyzcorp.com

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