

Authorization Letter to Represent on Behalf of Company

[Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

City, State, Zip Code

[Recipient's Name or "To Whom It May Concern"]

[Their Position]

[Recipient's Company Name]

[Company Address]

City, State, Zip Code

Subject: Authorization for [Authorized Person's Full Name] to Represent [Company Name]

Dear [Recipient's Name],

This letter serves to formally authorize [Authorized Person's Full Name], [His/Her Position] at [Company Name], to represent our company in all matters concerning [specific matters or general representation]. [He/She] is fully empowered to enter into agreements, make decisions, and endorse documents affecting the interests of [Company Name].

This authorization is effective from [Start Date] and will remain in effect until further notice. Please extend to [Authorized Person's Name] all courtesies and cooperation in matters pertaining to [Company Name].

For any verification or inquiries, please feel free to contact our office directly.

Sincerely,

[Your Name]

[Your Position]

[Your Signature]

[Company Name]