

Business Authorization Letter

From:

Business/Company Name:

Address:

Contact Details:

To:

Recipient Name/Organization:

Address:

Subject:

Dear Sir/Madam,

Authorized Personâ€™s Name:

Position/Title:

Details of Authorization (Purpose, Duration, etc.):

Please allow the above-named person to act on behalf of our company as stated.

Authorized Signatory Signature

Name & Title

Date