

# AUTHORIZATION LETTER

Date: \_\_\_\_\_

To Whom It May Concern:

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ to act  
on my behalf in connection with the following business transaction(s):

[Provide details of the specific transaction(s) or documents to be handled]

This authorization is valid from \_\_\_\_\_ to \_\_\_\_\_ unless earlier revoked in  
writing.

Kindly allow my authorized representative to perform all necessary actions relating to the above-mentioned  
transaction(s).

Thank you for your attention.

\_\_\_\_\_  
Principal's Signature over Printed Name

\_\_\_\_\_  
Authorized Representative's Signature over Printed Name

Contact Information of Principal: \_\_\_\_\_

Contact Information of Authorized Representative: \_\_\_\_\_