

Authorization Letter
(Business Transaction Authorization Letter)

[Your Company Name]
[Company Address]
[City, State, ZIP Code]

[Date]

[Recipient's Name/Company Name]
[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I, [Your Name], hereby authorize [Authorized Person's Name] to represent [Your Company Name] in all business transactions with your organization. [Authorized Person's Name] is empowered to negotiate contracts, place orders, and sign agreements on behalf of [Your Company Name].

This authorization is effective immediately and remains valid until further notice.

Thank you for your cooperation in this matter.

Sincerely,
[Your Signature]
[Your Name]
[Your Position]