

# Authorization Email for Business Representation

Subject: Authorization to Represent [Company Name] in Business Negotiations

Dear [Recipient Name/Company],

This email serves as official authorization for [Representative's Name], [Job Title] at [Company Name], to represent our organization in all negotiations and discussions regarding [specific project/contract/partnership].

[Representative's Name] is fully empowered to discuss terms, negotiate pricing, review contracts, sign preliminary agreements on behalf of [Company Name], and make decisions within the scope of this project up to [amount/authority limit, if applicable].

This authorization is effective immediately and will remain valid until [End Date] or until the completion of [specific project/negotiation].

For verification purposes, please note that [Representative's Name] can be reached at [Email] and [Phone Number]. Should you require any clarification or additional confirmation of this authorization, please contact me directly.

All agreements finalized by [Representative's Name] will be binding upon [Company Name], and we commit to honoring all terms negotiated under this authorization.

We look forward to a successful collaboration.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Date]

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