Sales Authorization Letter

Dear [Recipient],

I am writing to grant sales authorization to [Name of Sales Representative], who is an employee of [Company Name]. As the [Position] of the company, I hereby authorize him/her to act on behalf of our company in all sales-related matters.

[Name of Sales Representative] is authorized to conduct sales transactions, negotiate prices, and provide product information and details to clients on behalf of our company. He/she is also permitted to collect payment from customers and issue receipts for all sales made.

This authorization is effective immediately and will remain in effect until further notice. [Name of Sales Representative] is required to follow all company policies and procedures related to sales and maintain accurate records of all transactions.

We believe that [Name of Sales Representative] will represent our company with the utmost professionalism and integrity, and we have full confidence in his/her ability to fulfill the responsibilities entrusted to him/her.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Position]

[Company Name]