

Formal Sales Authorization Letter

Dear [Recipient Name],

This letter serves to formally authorize [Authorized Person or Company] to conduct sales on behalf of [Your Company Name] for the products listed below:

[Product/Service Details]

This authorization is valid from [Start Date] to [End Date]. The authorized individual is permitted to negotiate prices, complete transactions, and issue receipts as necessary within the scope of this authorization.

Please extend your full cooperation to [Authorized Person or Company] during this period.

Sincerely,

[Your Name]

[Title]

[Company Name]

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