

## Sample Authorization Letter For Business Transaction

Dear [Recipient],

I am writing to authorize [Authorized Person's Name] to conduct business transactions on behalf of [Your Company's Name]. This includes but is not limited to negotiating, signing contracts, making purchases, and handling financial matters.

[Authorized Person's Name] is fully authorized to act on behalf of our company and has my full trust and support in all business dealings. Any and all decisions made by [Authorized Person's Name] in regards to business transactions are binding and will be considered the same as if I had made them myself.

Please do not hesitate to contact me if you have any questions or concerns regarding this authorization letter. I can be reached at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Company's Name]