

# General Business Transaction Authorization Template

Subject: Authorization for Business Transaction

Dear [Recipient Name/Title],

I, [Your Full Name], hereby authorize [Authorized Person's Full Name] to act on my behalf in conducting the following business transaction: [Specific Transaction Details].

This authorization includes but is not limited to signing documents, making payments, collecting receipts, and handling all necessary paperwork related to this transaction. The authorized individual is permitted to make decisions within the scope of this specific business matter.

Please extend your full cooperation to the authorized person. This letter serves as official confirmation of their authority to represent me in this matter.

Valid from [Start Date] to [End Date].

Sincerely,

[Your Full Name]

[Your Title/Position]

[Your Signature]

[Date]

Attachments: Copy of ID, Supporting Documents

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