

Official Government Transaction Authorization

Subject: Authorization for Government Office Transaction

To Whom It May Concern,

I, [Your Full Name], ID Number [ID Number], hereby authorize [Authorized Person's Name], ID Number [ID Number], to represent me in conducting official business at [Government Office/Department Name].

Purpose of Authorization:

[Specific purpose - license renewal, permit application, document collection, etc.]

The authorized person is permitted to:

- Submit applications and documents on my behalf
- Receive official correspondence and certificates
- Make payments for fees and charges
- Provide additional information as required
- Sign necessary forms and declarations

I take full responsibility for all actions taken by my authorized representative in connection with this matter.

Duration of Authorization: [Specific dates]

Sincerely,

[Your Name]

[Your Signature]

[Date]

Authorized Person's Acknowledgment:

I accept this authorization and will act responsibly on behalf of the authorizing party.

[Authorized Person's Signature]

[Date]

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