

Business Authorization for Company Representative or an agent

To Whom It May Concern:

[Example Company], a [New York] registered corporation having trade license [458964], confirms that [Mr. John Smith], who currently works there as a [job title], has been given the authority to [some action, for example, to issue a trade license] on behalf of [company name].

This authorization is considered to void if [he/she] is no longer working for [Company Name] or if the authorization has been canceled.

Details of the company and the employee are provided below for the sake of verification.

Sincerely,

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