**Business Authorization Letter Format**

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| [Your Company Letter head] [Your Name] [Your Designation] [Company Name] [Company Address] [City, State, PIN Code] [Email Address] [Phone Number] [Date]  To, [Recipient's Name] [Recipient's Designation] [Organization Name] [Organisation Address] [City, State, PIN Code]    **Subject: Authorization Letter**  [Recipient's Name],  This letter authorizes, [Authorized Person’s Name] to act on behalf of [company name] for [specific task or purpose, e.g., signing documents, attending meetings, uploading/filing of tariffs, etc.] until [ending date] or formally notified in writing.  This document of authorization [limits/does not limit] the power of [person/organisation] to act on [company name]’s behalf in matters relating to [task].  [Limitations, if any]  **Details of the Authorized Person:**   * Name: [Authorized Person’s Name] * Designation: [Authorized Person’s Designation] * Contact Number: [Authorized Person's Phone Number] * Email id : [Authorized Person’s email id]   This authorization is effective from [start date] to [end date].  Therefore, by the existence of this instrument, we hereby authorize [person/organisation] to act on our behalf in the above-stated manner [subject to above stated limitation].  Please contact [contact name] at [contact number or email] in case of any clarification.  Yours sincerely,  [Your Digital Signature] [Your Name] [Your Designation] [Company Name & Company Seal] |