**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] |