

Letter of Authorization for Business Permit Application

A **Letter of Authorization for Business Permit Application** is a formal document that grants permission to an individual or representative to apply for a business permit on behalf of the company or owner. This letter is crucial for delegating the application process to a trusted party, ensuring that all legal and procedural requirements are properly fulfilled. It typically includes the authorized person's details, scope of authorization, and the company's information. A sample letter is often provided to guide applicants in drafting a clear, concise, and legally acceptable authorization that facilitates a smooth permit application process with local government units or regulatory agencies.

Sample Letter of Authorization for Business Permit Application

[Your Company Letterhead]
[Date]
[Name of Receiving Officer/Department]
[Name of LGU or Agency]
[Office Address]
Subject: Letter of Authorization for Business Permit Application
Dear Sir/Madam,
I, [Your Name], in my capacity as [Your Position] of [Company Name], located at [Business Address], do hereby authorize [Authorized Representative's Name], with identification :
This authorization includes, but is not limited to, signing documents, submitting forms, receiving communications, claiming permits, and performing any other tasks necessary to
Please accord [Authorized Representative's Name] the necessary assistance regarding this matter.
Thank you for your kind attention.
Sincerely,
[Signature above Printed Name]
[Your Name]
[Your Position]
[Company Name]
[Contact Information]
Noted by:
[Optional: Company Seal or Notary Public]

Tips for Writing a Letter of Authorization

- Use company letterhead for authenticity.
- Clearly state the name and position of both the authorizer and the authorized representative.
- Specify the scope of authorization and any relevant identification details.
- Sign the letter and, if required, have it notarized or stamped with the company seal.