

# 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.