

Letter of Authorization for Handling Business Affairs

A **Letter of Authorization for Handling Business Affairs** is a formal document that empowers an individual to act on behalf of a business or organization in specific matters such as managing transactions, signing contracts, or accessing confidential information. This letter clearly outlines the scope of authority granted, the duration of the authorization, and any limitations or conditions applied. For example, a business owner might issue a letter of authorization to an employee, allowing them to negotiate and finalize deals with suppliers during the owner's absence, thereby ensuring continuity and effective management of business operations.

Template

[Your Company Letterhead]
[Date]
To Whom It May Concern,
This letter serves as formal authorization for [Authorized Person's Full Name], [Job Title], holding ID/Passport Number: [ID Number], to act on behalf of [Business Name], with the following duties:
1. [Specify Area of Authorization, e.g., negotiating contracts with suppliers]
2. [Other specific duties]
3. [Accessing confidential business documents, if applicable]
This authorization is valid from [Start Date] to [End Date] unless otherwise revoked in writing by the undersigned.
Please provide [Authorized Person's Name] with the necessary assistance required to accomplish these business matters.
Should you have any questions regarding the scope of this authorization, please contact the undersigned directly.
Sincerely,
[Your Name]
[Your Title]
[Your Signature]
[Contact Information]
[Company Seal, if applicable]

Example

ABC Trading Ltd.
123 Main Street, Business City
June 10, 2024
To Whom It May Concern,
This letter serves as formal authorization for Mr. John Smith, Sales Manager, holding ID Number: AX2398J, to act on behalf of ABC Trading Ltd. in the following business matters:
1. Negotiating and finalizing supply contracts with authorized vendors.
2. Signing agreements on behalf of ABC Trading Ltd. related to procurement.
3. Accessing and reviewing confidential supplier information.
This authorization is valid from June 12, 2024 to July 31, 2024 unless otherwise revoked in writing by the undersigned.
Please provide Mr. John Smith with the necessary assistance required to accomplish these business affairs.
Should you have any questions regarding the scope of this authorization, please contact me directly.
Sincerely,
Jane Doe
Director, ABC Trading Ltd.
[Signature]
jane.doe@abctrading.com