

# Letter of Authorization for Business Partner Representation

This document provides a **Letter of Authorization for Business Partner Representation**, enabling a designated individual to act on behalf of a business partner in official matters. It includes essential details such as the names of both parties, the scope of authorization, and the duration of the representation. A sample letter is provided to guide users in drafting a clear and legally sound authorization letter, ensuring smooth and authorized business transactions and communications between partners.

## Template: Letter of Authorization

[Your Company Letterhead]

Date: [Date]

To: [Recipient Name/Organization]

Subject: **Letter of Authorization for Business Partner Representation**

Dear [Recipient Name],

This letter serves to authorize [Authorized Person's Name], holding the position of [Authorized Person's Position] at [Partner Company Name], to act on behalf of [Your Company Name] in all official matters pertaining to our mutual business partnership.

### Scope of Authorization:

The authorized individual is hereby empowered to:

- Represent [Your Company Name] in meetings, negotiations, and communications.
- Sign documents and agreements related to the partnership.
- Make decisions related to ongoing projects and contractual obligations.

This authorization is valid from [Start Date] until [End Date], unless revoked in writing by either party.

If you have any questions regarding this authorization, please contact us at [Contact Information].

Sincerely,

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[Your Name]

[Your Position]

[Your Company Name]

## Sample: Letter of Authorization for Business Partner

### ABC Corporation

456 Commerce Street, Suite 200  
Cityville, State 67890

Date: June 10, 2024

To: XYZ Industries Ltd.

Subject: **Letter of Authorization for Business Partner Representation**

Dear Mr. Smith,

This letter is to officially authorize **Ms. Laura Johnson**, Sales Manager at XYZ Industries Ltd., to represent ABC Corporation in all official matters related to our strategic partnership, effective from June 15, 2024 until December 31, 2024.

Ms. Johnson is authorized to:

- Attend meetings and negotiations on behalf of ABC Corporation.
- Sign contracts and agreements pertaining to joint projects.
- Communicate and coordinate project deliverables.

Should you require further verification or clarification regarding this authorization, please contact me at (555) 123-4567 or email [jane.doe@abccorp.com](mailto:jane.doe@abccorp.com).

Sincerely,

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Jane Doe  
Director of Partnerships  
ABC Corporation