

Letter of Authorization for Business Dealings

A **Letter of Authorization for Business Dealings** serves as a formal document granting an individual or entity the legal permission to act on behalf of another party in business transactions. This letter clearly specifies the scope of authority, duration, and any limitations pertaining to the authorized actions. Utilizing a sample format ensures the letter is comprehensive and adheres to professional standards, facilitating smooth and transparent business operations while protecting the rights of all involved parties.

Sample Letter of Authorization for Business Dealings

Date: [Insert Date]

To:

[Recipient Name/Company]
[Recipient Address]
[City, State, ZIP Code]

Subject: Authorization for Business Dealings

Dear [Recipient Name],

This letter serves as formal authorization for **[Authorized Person/Entity Name]**, holding the position of **[Designation/Title]**, bearing identification number **[ID/Passport Number]**, to act on behalf of **[Your Company/Organization Name]** in all business dealings and transactions related to **[Specify Purpose, Project, or Scope of Authorization]**.

The scope of this authorization includes, but is not limited to:

- Negotiating and signing contracts
- Representing our interests in meetings and correspondence
- Making payments and receiving payments
- [Add any other relevant points]

This authorization is valid from **[Start Date]** to **[End Date]**, unless revoked in writing by our organization prior to the end date.

Limitations:

- This authorization does not extend to [specify exclusions, if any, e.g., asset sales, confidential agreements, etc.]
- The authorized person/entity must adhere to all applicable laws, regulations, and internal company policies.

Should you require any verification or further information, please contact us at **[Contact Information]**.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Company/Organization Name]
[Contact Information]
[Signature, if printed copy]

Tips:

- Always use your official company letterhead for authenticity.
- Clearly state the scope and duration of the authorization.
- Specify any limitations or exclusions.
- Retain a signed copy for organizational records.