



COMPANY NAME

123 Maple Street Anytown, PA 17101
info@example.com
www.example.com
(123) 1234567

Letter Of Authorization

TO:

To Whom It May Concern,

I, _____, hereby authorize _____ to act as a representative on my behalf for the following scope of work;

This authorization is effective from _____ until _____. If the period is extended, you will be informed by a signed letter separately.

If in any case there would be any questions or concerns regarding this authorization or would there be any clarification that requires my personal attention, please feel free to contact me via _____ or email me at _____.

Thank you in advance for your cooperation.

Sincerely,



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