



**COMPANY NAME**

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

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## 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,