

## AUTHORIZATION LETTER FORMAT FOR REPRESENTATIVE

Date: June 20, 2019

To,  
[ATTN]  
[ADDRESS]  
[POSTAL CODE]  
[COUNTRY]

**Subject:** authorization for [Reason authorization]

To Whom It May Concern / Dear Mr.,Mrs.,

With reference to the subject [Describe Subject], we hereby authorize [Name Person/Name Company] to handle this matter.

- Please kindly release the full set document and goods to [him/her/them].
- Please kindly release the [describe goods] to [him/her/them].
- Please kindly help to arrange the [Describe Subject],

We will take all the responsibility for the above. To support my claim, I have appended two of my Identity cards, respectively:

- [ID 1: ie COMPANY ID];
- [ID 2 ie: PASSPORD ID].

If you have any questions, please feel free to contact me directly. I will be available on phone: [Phone number] and email: [email] in case of any query.

Thank you for your kind assistance to the bearer of this letter.

Yours sincerely,

[Name]

[Signature]

[Formal Name + Title]

[Company chop]