Agent Authorization Letter



In accordance with Federal Acquisition Regulation (FAR) 4.102(e), “when an agent is to

sign the contract, other than as stated in paragraphs (a) through (d) of this section, the

agent’s authorization to bind the principal must be established by evidence satisfactory to the contracting officer.”

Please provide the following information on the **principal**’s letterhead:

For Solicitation Number , the undersigned Contractor

, hereby authorizes to act as Agent for the said Contractor, with said specific authority delegated from the Contractor to the Agent. The authority of the Agent is limited to exact and specific delegations.

(Check or add desired delegations)

1. Sign Contracts
2. Negotiate changes
3. Administer orders
4. Receive Payments
5. Other

Offeror (To be signed only by **Authorized Principal**, such as Corporate Officer of Offeror; i.e. may not be signed by sales or purchasing agent, etc)

Title Date

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