

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