

# Sales Authorization Letter

[Name of sender]

[Designation of the respective person]

To,

[Name of address]

Subject: letter of authorization for sales agent

Respected sir/madam,

This letter is in regards to the undersigned Contractor [mention principal of the contract] hereby authorizing [mention sales agent name] to act as sales 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. He/she will now handle all the contractual matters of the contract from now from our company. He/she is reliable for this position. He/she is been working with us for many years now and we have no doubts about his/her work.

Due to some reason, we have to cut our contact from our previous sales agent. This letter is in regard to his/her authorization for this position. All the necessary documents related to the contract have been enclosed with this letter. For any other contractual verification and matters please reach out to [mention holder name].

If any further queries are left, do let me know you can reach me at [mention phone number] or through an email [mention email address].

Thanking you

Sincerely,

[Sender Name]