

Date _____

OBJECT: AUTHORIZATION TO NEGOTIATE

Dear (ContactName)

This letter will authorize _____ to negotiate, discuss and in any other way communicate with [NAME] in those areas relative to [SPECIFY].

This letter will further authorize [NAME] to act in all matters on behalf of [[YOUR COMPANY NAME].

The intent of this authorization is not to be construed to limit, in any way, the power of [NAME] to act in our behalf, or enter into agreements, in both financial and sales.

Signature

Date : _____