[DATE]

Contact Name

Address

Address2

City

Zip/Postal Code

**RE: AUTHORISATION TO NEGOTIATE**

Dear [CONTACT NAME],

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

This letter will further authorise [NAME] to decide on matters on behalf of the Company – [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 areas.

Therefore, by the existence of this instrument, we hereby authorise [NAME] to accept or reject agreements, to enter into contracts binding upon [YOUR COMPANY NAME], and to act in whatever way necessary so as to accomplish that which is being undertaken that may occasion the necessity of this letter.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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