

Temporary authorization for specific tasks

Subject: Provisional Authorization for Task Execution

Dear [Recipient's Name],

This letter authorizes [Authorized Person's Name] to temporarily manage [specific tasks] on behalf of [Company Name] from [Start Date] to [End Date]. They have the authority to perform actions required to complete these tasks effectively.

Kindly extend all necessary support during this period.

Regards,

[Your Name]

[Designation]

[Company Name]

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