

Preliminary authorization for business negotiations

Subject: Authorization to Represent in Business Negotiations

Dear [Recipient's Name],

I am writing to formally authorize [Representative's Full Name], holding the position of [job title], to represent [Your Company's Name] in preliminary business discussions regarding [specific project or agreement]. While they are authorized to negotiate, final decisions and sign-off authority remain with me.

This authorization is effective from [date] until [date] or until further notice. Please provide them with the necessary access and support to carry out discussions effectively.

Sincerely,

[Your Full Name]

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