

Provisional Sales Authorization Letter

Dear [Recipient Name],

This letter temporarily authorizes [Authorized Person] to perform sales transactions for [Your Company Name] until formal approval is finalized.

The provisional authorization is effective from [Start Date] and will remain valid until [End Date] or until further notice.

Please ensure all transactions comply with company policy during this period.

Sincerely,

[Your Name]

[Title]

[Company Name]

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