[Sender Name]

[Sender Designation]

[Company Address]

Date:

[Name of Recipient]

[Designation of Recipient]

**Subject: Authorization Letter to Act on Behalf for Business Affairs**

Dear Sir/Madam,

I am writing this letter to inform you that I authorize my partner [partner’s name] to handle and make decisions regarding any business affairs or matters, during my absence from [mention starting date] to [mention ending date]. This letter authorizes Mr./Mrs. [name of partner] to act on my behalf for all kinds of business dealings and without any restrictions.

For further queries or details, make sure to contact me through the given below contact details.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]