

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

To:

This letter will authorize you to negotiate, discuss, and in any other way communicate with _____ in those areas relative to _____.

This letter will further authorize _____ to act in all matters on behalf of _____.

The intent of this authorization is not to be construed to limit, in any way, the power of _____ to act in our behalf, enter into agreements, or contract _____ in both financial areas and sales areas.

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

(Signature)

Date