Date

To

Recipient Name

Title

Dear John,

Following our last meeting, I am very pleased by your decision of authorizing me for the purchase of office materials. I have started working on it and in the process have shortlisted stores from where we may be able to acquire the material at the best available prices. To ease my working more I require a document confirming my authorization for making purchases in the name of our company so that vendors recognize me as your agent.

I hope that I will receive one such document very soon. Thank you for your co-operation.

Regards,

Smith Will.

Title