Date

To

Recipient Name

Title

Dear John,

I am very thankful to you for considering my recommendation for purchasing materials from YTR. Not only you have considered my recommendation but have also verbally authorized me for making purchases in the name of our company.

To start with, I will be requiring a written document of authorization by the company apart from verbal so that no one doubts my integrity and we maintain good relations with each other. It will be great if I get the requested document at your earliest.

Regards,

Smith Will.

Title