**[Company Name]**  
**[Main Office Address]**  
**Phone:** [Phone Number] | **Email:** [Email Address]  
**Website:** [Website URL]

**Date:** July 8, 2025

**To:**  
The Manager  
[Branch Office Name]  
[Branch Address]

**Subject: Authorization for Branch Operations**

Dear [Branch Manager’s Name],

This letter serves as formal authorization for you to act on behalf of **[Company Name]** in matters related to the operations of the **[Location] Branch Office**.

You are hereby authorized to manage daily administrative activities, approve operational expenses, sign official documents related to branch-level transactions, and liaise with local authorities, clients, and vendors in the best interest of the company. This authorization is effective immediately and will remain valid unless revoked in writing by the head office.

Please ensure that all actions taken under this authority comply with company policies, legal requirements, and ethical standards. Any decisions involving major financial commitments or legal obligations must first be reviewed and approved by the head office.

Should you require any clarification regarding the extent of this authorization, please do not hesitate to contact us.

We trust in your judgment and professionalism to represent our organization responsibly.

Sincerely,  
**[Authorized Signatory Name]**  
[Designation]  
**[Company Name]**  
(Signature & Company Seal)