**Date:**

**To**

**[The Recipient Name]  
Designation]**

**Subject: authorization letter**

Dear Sir/Madam,

I, (mention your name), the undersigned CEO of the company (mention the name of the company) located at (mention the address) authorize Mr. ABC to open a new branch office in XYZ city for extending the operation of the business.

Furthermore, to be clearer about the opening of the branch office, my information desk is 24/7 available for answering queries and providing information regarding this matter. I am ready to do the needful so that you can open the branch office without facing any hurdle or difficulty.

Lastly, it is a request to intimate in advance before disclosing the said information to any authorities.

Regards,

Name of the sender  
Sender’s designation in the company

Signatures

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