Date:

To

[The Recipient Name]  
[Designation]

It is stated that I, (mention your name), owner of the (mention the name of the company) allow Mr. ABC to negotiate on behalf of my company.

Mr. ABC shall be able to talk and discuss all the crucial matters of the company with its clients. He is allowed to speak to different people on behalf of the company in the particular area of marketing and advertising.

The purpose of this letter is not to limit the power and authority of Mr. ABC in the firm. Thereby, he is allowed to accept or reject any agreement of the company with its partners.

Regards,

Name of the sender,

Signatures