Date

Name   
Address

Dear Mr. James,

We are the goods company (name of your company and place where it’s located should be mentioned here). Since, our export business has expanded and we’d like to take care of it overseas by ourselves for as long as it is well settled, we, hereby authorize Mr./Miss/ Mrs. (name of the person you’re giving authority to shall be mentioned here) to sell, bring in, negotiate, exhibit and promote our goods and various other products from (date according to month and year should be mentioned here) to (whenever you want this to end and be taken into your hands).

This letter has names of the people we have authorized, and their necessary information is also attached. It is an agreement between the owner (the company) and the authorized people along with the signs. Kindly, take some time out to consider this. Thanking you in advance, (write your name and sign at the end).

Regards,

Samantha Jacob.