**Authorisation letter business template**

Your address and contact details

Objective – (Only one sentence)

Date in full

To whom it may concern,

I, (insert your name), owner of (insert company name) authorise (Insert name of person) and (position at the company) to act on my behalf in all possible matters.

This authorisation letter is valid for a week commencing (insert date) and terminating on (insert date)

Print full name

(Sign and date)