

THIRD PARTY AUTHORIZATION LETTER

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Introduction

In an entrepreneurial environment or an official environment there is what we call a chain of command, you cannot just do anything you want whenever you want. So this is where permission is required to be given, and to give out such permission you need to write a third part authorization letter.

This letter is written for the sole purpose of getting authorization from a higher authority or you could also be authorized form the same higher authority to do something with only permission from them. Third party authorization letter are mainly used in business environment, for legal matters and also for clearance.

Third Party Authorization Letter Tips

Tips on a well written letter

- In order to be granted specific permission or to act on other individual's behalf you would require an authorization letter signed and acknowledged by that person. So writing the best is important so as to get it, with the following tips you would be able to write a clear and brief authorization letter.
- Identification- Before getting to the main part of the letter, you need to first write the name and address of the company or individual who will be giving you the authority.
- Tone- Make sure to be formal and use the appropriate tone so you should have in mind that it should be professional.
- Be on point and clear- Write a short clear letter that explains what is required and also not make it too long. Ensure that you have well explained yourself to the person or company you are writing to. Make you ensure to state the reason for the authorization letter, explain to the receiver what you precisely want and duration of the authority to be given.
- Duties- While writing it is important of you to explain the duties to be authorized and by whom you want the authority given to. Make sure your write the contact information of the new individual to be authorized.

After writing the main body, you will be required to conclude the letter with your r sincere and also your identity with a signature so as to make it official.

Sample Third Party Authorization Letter

Mr. Scott Davidson

Director of Nation Media Publishers

P.O. Box 62000-00200, Nairobi

31st August 2013.

Subject: THIRD PARTY AUTHORIZATION LETTER

Dear, Mr., Scott

I, Paul Peter, CEO of Nation media Publishers, hereby authorize William Mumo to be publishing on my behalf and will be acting on my behalf for a period of two week starting from 1st September to 15th September. He will be required to be in charge of the activities concerning my department.

If you may have any queries or complaints related to this, please contact me on the stated address.

Yours Sincerely,

Mr. Paul Peter

Nation Media Publishers

P.O. Box 62000-00200, Nairobi

Third Party Authorization Letter Template

(Name of Recipient)

(Name of Company/individual writing to)

(Address)

(Date)

Subject: THIRD PARTY AUTHORIZATION LETTER

I, _____ (name of new owner), of _____ (insert address of new owner) hereby authorize _____
(name of third party) _____ (state and briefly explain the authority being given to the stated person)
_____ (give the contact information of stated person(s))

I authorize the stated person from _____ (date to act on behalf) to _____ (date authority ends)

(Signature of new owner)

Yours Sincerely,

(Write your name)

(Name of company or individual writing)

(Address)

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