

Authorization letter to act on behalf of a company

ABC Corporation

123 Business Park Road

Metropolis, NY 10001

October 17, 2024

Mr. Thomas Greene

Legal Affairs Office

456 Corporate Avenue

Metropolis, NY 10001

Subject: Authorization to Act on Behalf of ABC Corporation

Dear Mr. Greene,

I, Laura James, the CEO of ABC Corporation, hereby authorize Michael Roberts, our Chief Operations Officer, to act on behalf of ABC Corporation in matters related to contract negotiations and legal documentation processing for our ongoing project with XYZ Partners Ltd..

Scope of Authorization

This authorization grants Michael Roberts the authority to:

- Negotiate and sign contracts with XYZ Partners Ltd.
- Access and review confidential documents related to the project

- Represent ABC Corporation in meetings concerning the project with XYZ Partners Ltd.

Effective Dates

This authorization is valid from October 20, 2024, to January 20, 2025, unless earlier revoked in writing by the undersigned.

Identification and Verification

For verification purposes, Michael Roberts will present his company ID card as proof of his identity when conducting business on behalf of ABC Corporation.

Contact for Confirmation

Should you have any questions or need further clarification, please feel free to contact me directly at **(555) 123-4567** or via email at **laura.james@abccorp.com**.

Closing Statement

Please note that ABC Corporation assumes full responsibility for all actions undertaken by Michael Roberts under the authority granted in this letter.

Thank you for your attention to this matter.

Sincerely,

Laura James

[Signature]

Laura James

CEO, ABC Corporation.