

Sales Agent Authorization Letter

John Doe

123 Main Street

Springfield, IL 62704

December 20, 2024

ABC Corporation

456 Market Avenue

Chicago, IL 60616

Subject: Authorization to Act as Sales Agent

Dear Sir/Madam,

I, John Doe, hereby authorize Jane Smith to act as our authorized sales agent for the purpose of promoting products, negotiating contracts, and finalizing sales agreements in the Midwest region.

The sales agent's details are as follows:

- Name: Jane Smith
- Company Name: Smith Sales Agency
- Address: 789 Commerce Road, Springfield, IL 62703
- Contact Number: (555) 123-4567
- ID Proof: Driver's License #A123456789

Jane Smith is authorized to represent John Doe Enterprises, promote and sell our products/services, finalize agreements, and collect payments where applicable. This

authorization is valid from December 20, 2024, to December 31, 2025, unless revoked earlier in writing.

I confirm that John Doe Enterprises will take full responsibility for actions undertaken by the authorized sales agent within the scope of this authorization.

Please feel free to contact us at (555) 987-6543 or johndoe@example.com for any clarification.

Thank you for your attention to this matter.

Sincerely,

John Doe

Owner, John Doe Enterprises

(Signature)

Enclosures:

1. Copy of John Doe's ID Proof
2. Copy of Jane Smith's ID Proof
3. Relevant supporting documents