

# GSA Agent Authorization Letter

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Michael Johnson

78 Elm Street

Boston, MA 02110

December 20, 2024

General Services Administration (GSA)

123 Federal Plaza

Washington, DC 20405

**Subject:** Authorization to Act as GSA Agent

Dear Sir/Madam,

I, Michael Johnson, hereby authorize Emily Carter to act as our authorized GSA agent to handle all matters related to the negotiation, submission, and management of contracts and proposals with the General Services Administration (GSA).

Details of the authorized agent are as follows:

- Name: Emily Carter
- Company Name: Carter Solutions LLC
- Address: 45 Business Avenue, Cambridge, MA 02139
- Contact Number: (617) 234-5678
- ID Proof: Passport #B987654321

This authorization grants Emily Carter the authority to represent Johnson Enterprises in all GSA-related activities, including contract discussions, submissions, and

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

Johnson Enterprises takes full responsibility for all actions undertaken by the authorized agent within the scope of this authorization.

For further information or clarification, please contact me at (617) 876-5432 or michael.johnson@example.com.

Thank you for your cooperation.

Sincerely,

Michael Johnson

CEO, Johnson Enterprises

(Signature)

**Enclosures:**

1. Copy of Michael Johnson's ID Proof
2. Copy of Emily Carter's ID Proof
3. Relevant supporting documents