

Consent Letter Sample #1

To

From

Subject: Giving Authorization to a person on behalf of you

Respected Sir,

This is to inform you that I am the Manager of the company from which you have ordered a bulk amount of TV. As per norms, I have to be there during your meeting with us.

As I have met with an accident I am on bed rest. I am allowing you, my staff member, Mr. _____ as my authorization and he will be guiding you the rest of the work.

Thank you
