

(LETTER HEAD)

Authorization Letter for Taking Delivery

To,

(COMPANY NAME)

(COMPANY LOCATION)

Sub : Authorization for taking delivery from **(COMPANY NAME)**

Sir,

We hereby authorize the following person for taking delivery on our behalf

SR NO.	NAME OF PERSON	AUTHORIZED PERSON PHOTO	AUTHORIZED PERSON ID PROOF DETAILS (ADHAAR / PAN CARD NO)	SIGNATURE
1.				
2.				
3.				
4.				

Any change in the above details of authorized persons will be intimated to you in writing. We hereby undertake that all acts, deeds and things lawfully done by the above mentioned person/persons shall be constructed as acts, deeds and things done and executed by us and we ratify and / or understand to ratify confirm and continue to confirm all such acts, deeds and things done by virtue of this letter of authorization.

For,(COMPANY NAME)

AUTHORITY SIGNATURE (STAMP & SIGN)

