

Example of Company Authorization Letter

Company Information
[Name, Complete Address, & Phone Number]

Date:

Department of Homeland Security
US Customs
Port Everglades, Florida 33316

To Whom It May Concern:

This letter is to advise that, [Mr. / Mrs. / Ms] [representative's name] is the authorized agent for [company's name] to handle any matters to do with the export of self propelled equipment for the company.

Mr. [representative's last name] holds the position of [representative's position in company] for the company. Therefore [he / she] may sign documents and make any necessary decisions on behalf of the company.

If your office needs additional information regarding this letter of authorization please do not hesitate to call the undersigned.

If your

Sincerely,

[Anyone but the above mentioned employee signs, types name, and title]

P.S. – I understand that if I am not present in the United States the Export Power of Attorney MUST be notarized at either a U.S. consulate or a local Justice of the Peace.