**LETTER OF AUTHORIZATION**  
  
  
I--------------- [name and designation] of------------ [company name], do hereby authorize ---------- [name and designation] to receive the delivery from our client --------- [name of the client] on this day --------- [date], on behalf of the company, in my absence.   
  
Signature and Company Seal  
  
Name and designation  
  
STATE OF --------  
COUNTY OF --------  
  
Signed and subscribed before me on ----------- [date of signature]  
  
  
  
NOTARY PUBLIC  
  
SIGNATURE AND SEAL [of the notary officer]  
My commission expires on ------