

[Printed name and address]

<<insert recipient name>>
<<insert business name (if applicable)>>
<<address>>
<<address>>
<<post code>>

<<insert date>>

Dear <<insert recipient name>>

[I, <<insert name and title>>, <<insert business name>>], a limited company registered in England with company number <<insert company number>>, whose registered address is <<insert address>> [and whose main trading address is <<insert address>>] effect from <<insert date>>), I authorise [<<insert name>>] [a limited company registered in England under company number <<insert company number>>, whose registered address is <<insert address>>] [and whose main trading address is <<insert address>>] OR [of] <<insert address>> [and whose main trading address is <<insert address>>] OR [our] behalf with respect to

<<insert a detailed description of the matters with respect to which the authorised party is to act on your behalf>>

Any actions taken by <<insert name>> with respect to the above matters on [my] OR [our] behalf shall be deemed to be actions taken by [myself] OR [us] with respect to

This authorisation is valid and effective from <<insert date>> until <<insert date>> unless an extension is made by <<insert name>> OR [us] and <<insert name>> OR [us] on behalf of authorised party>>] OR [un

Yours sincerely,

<<insert name and title>>
[For and on behalf of <<insert name>>]