

Date: Apr 24 2025

To
Government Department
456 Government Plaza, Capital City, 654321

Subject: Authorization Letter
GeM Bid No: GEM-2023-B-12345678

Dear Sir/Ma'am,

We situated at 123 Business Park, Sample City, 123456 would like to inform you that Reseller Company situated at 789 Distribution Center, Business District, 567890 is our authorized distributor for the above mentioned GeM Bid.

They are authorized to quote rates, collect supply orders, make supplies, raise their own invoices and collect payments on our behalf.

This authorization is valid till the validity of the above mentioned GeM Bid.

Sincerely,

John Smith
Marketing Director
Sample Company Ltd.