To: **Procurement Management Executive Director**

From: Vendor name

**Subject: user authorization letter to Vendor registration form**

We (Vendor name) herby authorize …..

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Contact Full Name  | Designation  | Email ID  | Office tel. No | Fax Number  | Mobile Number  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Alternate Contact Full Name  | Designation  | email ID | Office Tel. No | Fax Number | Mobile Number  |

**Name:**

**Designation:**

**Date:**

**الاسم و التوقيع مع الختم على ورقة رسمية**

**(Signed And Stamped On Official Letters)**