

**LETTER HEAD OF MANUFACTURER**

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**AUTHORISATION LETTER**

Sub: Tender no. \_\_\_\_\_ dtd. \_\_\_\_\_

We, M/s \_\_\_\_\_ (manufacturer's name) \_\_\_\_\_, located in \_\_\_\_\_ (complete address) \_\_\_\_\_ are an established manufacturers of tendered item i.e., **Textiles or clothing or fabric**. We hereby authorise M/s \_\_\_\_\_ (Name of Distributor) located in \_\_\_\_\_ (complete address) \_\_\_\_\_ to represent, bid, negotiate, and conclude the order on our behalf against the subject tender.

We hereby confirm to extend our commercial and technical support in case order is placed on them. Also, we stand guarantee for quality of tendered item and delivery schedule of the tender.

This authorisation letter is valid for a period of one year from the date of tender enquiry.

(Signature of authorised signatory with seal)

Name of person:

Designation:

Tel:

Fax:

Mobile:

E-mail I.D:

Website:

***Note: Offers received with lesser validity of authorisation will be summarily rejected.***