**[Vendor’s Name]**  
[Vendor’s Address]  
[City, State, Postal Code]  
[Business Phone Number]

[Date]

**Subject: Letter of Authorization**

Dear ReMeal Team,

We, **[Vendor’s Name]**, hereby authorize **[Authorized Person’s Full Name]**, holding the position of **[Authorized Person’s Position]** within our organization, to act on our behalf for the purpose of completing the business registration process on the ReMeal platform.

Please extend full cooperation to **[Authorized Person’s Name]** in carrying out the assigned duties. Should you require any additional verification or have any questions, please do not hesitate to contact us at **[Business’s Phone Number]**.

Thank you for your attention and cooperation.

Sincerely,  
**[Full Name]**  
**[Official Title – e.g., General Manager, Managing Director, CEO]**  
**[Vendor’s Name]**

**\*Vendor may include the company’s logo**