From: [Client name], [Client address]

[Organisation the letter is addressed to]
[Its address]

[Date]

Account or reference number: [Client's account or reference number with them]

Dear Sir or Madam,

Letter of authority: [Client name]

We, [Client name] (company number [Client company number]), authorise [Your company name] (company number [Your company number]) of [Your company address] to act on our behalf in our dealings with you, as follows:

[What the authority covers]

This includes asking for and receiving information you hold about our account with you, and discussing that account with you, so far as it relates to the matters above. Please accept instructions from [Your company name] on those matters as if they came from us, and send copies of any correspondence about them to [Your company name] as well as to us.

[Note: Describe exactly what the client authorises. If your company may agree new contracts, prices or payments for the client, say so expressly; if it may only receive information, say that instead and delete "Please accept instructions".]

This authority:

- starts on the date of this letter;
- may be withdrawn by us at any time by telling you in writing; and
- does not change who is responsible for our account: we remain your customer.

This authority ends on [Authority lasts until], unless we withdraw it earlier.

[Note: Leave the end date empty for authority that lasts until it is withdrawn. Some organisations will act on a letter of authority for only a limited time, often twelve months; check what they accept.]

If you need to confirm this authority, please contact us at the address above.

Yours faithfully,

Signed for and on behalf of [Client name]

Signature _____

Name _____

Position _____

Date _____

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/letter-of-authority