[NEED TO BE PRINTED ON COMPANY LETTERHEAD PAD]

Dated: …………………………….

To

Head of Procurement

City Bank PLC

City Bank Center, 4th Floor

28 Gulshan Avenue

Gulshan-1, Dhaka-1212

Subject: Authorization letter of signing & submitting bid document on behalf of ……[NAME OF SUPPLIER/SERVICE PROVIDER’S COMPANY]…………………………..

Dear Sir,

I am Mr…[NAME OF LEGAL AUTHORIZED PERSON]……………………………… Designation: …………..[MD & CEO/…………]……… the authorized representative of our company ……[ NAME OF SUPPLIER/SERVICE PROVIDER’S COMPANY ………………………………………….. hereby nominating Mr…[NAME OF PERSON TO WHOM AUTHORIZING]….……………………………….. designation……………………………………….to prepare, sign, submit bid and communicate on behalf of our company for ………[PROJECT NAME]…………………… project. Specimen signature of Mr…………[NAME OF PERSON TO WHOM AUTHORIZING]….……………………………….. ………………………………………. is attached herein below.

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Mr…[NAME OF PERSON TO WHOM AUTHORIZIN].. Name: …[NAME OF LEGAL AUTHORIZED PERSON]………

Designation:……………………………. Designation:……… [MD & CEO/…………]

Email:………………………….

Phone/Cell #................................

Thanking you.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: ……………[NAME OF LEGAL AUTHORIZED PERSON]………

Designation:……… [MD & CEO/…………]

Email:………………………….

Phone/Cell #...............................