(header: your company name, address, phone number, fax number, etc.)

AUTHORIZATION LETTER

Date: (xx xxx xxxx)

Re: Air Waybill # (airwaybill number / flight number / number of cartons / weight)

To Whom It May Concern:

With reference to the subject consignment, we hereby authorize NAX (H.K.) LIMITED to handle this air import shipment.

Please kindly release the full set document and goods to them.

We will take all the responsibility for the above shipment.

Thank you for your kind assistance for the bearer of this letter

Yours faithfully,

(person in charge)

(department)

(company name)

(company chop)