

**Authorization Letter Format**

(On organization's letter head)

Place:

Date:

To  
The General Manager,  
Punjab & Sind Bank  
Risk Management Department,  
21, Rajendra Place,  
New Delhi-110 125

Dear Sir,

**SUB: Authorization Letter for attending the Pre-bid meeting and Bid Opening.**

REF: YOUR RFP NO: **PSB/EIRMS/RFP/2017-18/01**

Dated:06-04-2017

This has reference to our above RFP for providing Implementation services for Integrated Risk Management Solution. Mr. / Ms. \_\_\_\_\_ is hereby authorized to attend the Pre-bid meeting & Bid opening of the subject RFP \_\_\_\_\_ on \_\_\_\_\_ on behalf of our organization.

The specimen signature is attested below:

\_\_\_\_\_

Specimen Signature of Mr./Ms.

\_\_\_\_\_  
Signature of Authorizing Authority      Signature of Attesting Authority

\_\_\_\_\_  
Name and designation of Authorizing Authority