

On company letter head (Delete this line after reading)

**Calogi Authorization Letter**

**To:- dnata**  
**Cc:- Calogi**

Dear concerned,

This is to inform you that (Staff Name) Mr./Ms [Click here to enter text.](#) is employed with (Company name) [Click here to enter text.](#) in the capacity of (Designation) [Click here to enter text.](#)

I authorize (Above mention staff name) [Click here to enter text.](#) and his designates, to carry out financial and operational transactions on behalf of (Company name) [Click here to enter text.](#) using the CALOGI portal.

Yours Sincerely,

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SIGN

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COMPANY STAMP

Signed by,  
Name:- [Click here to enter text.](#)  
Designation:- [Click here to enter text.](#)