

[Consignee Letterhead]

To
(insert Carrier name)
c/o (insert name of the Carrier agent)

[DATE]

Re: Authorisation to agents

Dear Sirs,

We write to inform you that this company has appointed [insert name of agent] to act as our agents, and that we have authorised them to act on our behalf in effecting delivery of consignments that we have shipped with carrier(insert name of carrier)

The purpose of this letter is to clarify the terms on which we have granted authority to [insert name of agent]:

1. We expressly authorise [insert name of agent] to request delivery from (Carrier name) of goods consigned or endorsed to [insert name of company] under original bills of lading, and consigned to [insert name of company] under sea waybills.
2. We expressly authorise (insert Carrier name) to release our goods to [insert name of agent] upon presentation of an original bill of lading, or identification against a sea waybill of lading, unless we have given prior notice to the contrary to (carrier name) in writing.
3. In consideration of (carrier name) complying with our above request, we hereby agree to indemnify (carrier name) and (insert name of the Carrier Agent), their respective servants and agents and to hold all of you harmless in respect of any liability, loss, damage or expenses of whatsoever nature which any of them may sustain by reason of delivering the cargo in accordance with our request.
4. Nothing in this letter operates to relieve (carrier name) of any of its obligations or liabilities under the contract of carriage.
5. The validity of this letter of authority will cease twelve (12) months from the date of this letter, after which time the authorisation shall be deemed to have expired. Within that 12 month period, we reserve the right to cancel this authorisation at any time by notification to (Carrier name) in writing.

If you have any queries, please do not hesitate to contact us.

Yours faithfully,
[company name]