

Date:

To:

From:

Subject:

Dear _____,

This letter is to formally authorize the following retail campaign promotion. Please find the details below:

Campaign Name:

Promotion Period:

Participating Products/Services:

Promotion Details:

Terms & Conditions:

Please proceed with the necessary arrangements and implementation in accordance with the company's policy and guidelines.

Authorized By:

Title: _____

Signature: _____

Date: _____
