
Letter of Authority

To be produced on **[Client's]** official letterhead.

To: [insert list of hotel/venue companies to which this letter will be circulated]

Date: []

Dear Sirs,

Re: Authority for [insert agency name] to manage a “billback” service on behalf of [insert client name]

This is to confirm that **[insert client name]** have appointed **[insert agency name]**, to act as their appointed booking agent.

[Insert agency name] will be placing accommodation, meeting and event reservations on our behalf. All bookings will be subject to the terms and conditions as mutually agreed.

We acknowledge that no reservation shall be binding on the Venue unless and until confirmed. **[Insert agency name]** will also be handling, processing and paying venue invoices on behalf of **[insert client name]**.

Please note all invoices must be addressed to **[insert client name]**, and sent to:
[insert client name],
c/o **[insert agency name and address]**

[Insert agency name] will collate the billing information on our behalf and will issue **[insert weekly or other timeframe]** statements for our attention. We will pay the invoice within the terms agreed.

[Insert client name] agrees and confirms that it is liable for all expenditure and indebtedness incurred by **[insert agency name]** on its behalf.

Yours faithfully

For and on behalf of **[insert client name]**