(Insert Company Letterhead)

[To insert date]

SP Group

2 Kallang Sector

Singapore 349277

To Officer-In-Charge

LETTER OF AUTHORISATION – APPLICATION FOR CONTESTABILITY AND NOVATION

In reference to our application, we have authorized \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, bearing NRIC number \_\_\_\_\_\_\_\_\_\_\_ to file for the above applications on our behalf.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ holds the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in our company.

Please contact the undersigned at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you need any further clarification.

Thank you.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name

Name

Designation