

Representative Authorization Form

(For Travel Agencies)

This **representative authorization form** sample is designed for travel agencies to grant official permission to designated agents for handling travel-related arrangements. It ensures clear communication and legal authorization between the agency and the representative. Using this form helps streamline travel bookings and client services efficiently.

Travel Agency Name:

Agency Address:

Agency Phone/Contact:

Authorized Representative Name:

Representative ID/Passport Number:

Scope of Authorization:

e.g., Book and confirm flights, hotels, process payments, collect documents, etc.

Authorization Period (from - to):

DD/MM/YYYY - DD/MM/YYYY

Client Name(s) or Group Reference:

Additional Notes/Instructions:

Authorized by (Agency Signature & Stamp):

Signature & Stamp

Date:

This form is to be retained by the agency for official records and may be requested for verification by service providers or clients.