

**(Government Agency/Division) Letter Head**

**Date**

NASA SEWP Program Office  
NASA Goddard Space Flight Center  
10210 Greenbelt Road, Suite 200  
Lanham, MD 20706-6206

Submitted via email:

**(Contracting Officer's Name and Title)**  
**(Government Agency/Division)**  
**(Street Address), (Suite or Mailstop)**  
**(City, State and Zip Code)**

SUBJECT: Authorization Letter

Dear SEWP Contracting Officer,

In accordance with SEWP V Section A.1.12. INDIVIDUALS AUTHORIZED TO ISSUE ORDERS, **(Support Contractor/Vendor Name)** is authorized to place orders against the NASA SEWP V contract in the performance of **(Government Agency)** contract(s) #\_\_\_\_\_. Purchases made under the NASA SEWP V contract shall be placed in accordance with the contract terms and conditions. In the event of any inconsistency between the terms and conditions of this order and the SEWP contracts, the contract shall prevail. (A.1.3. PROCEDURES FOR ORDERS). The authority hereby granted is not to be transferred or reassigned. This authorization expires **(Period of Performance)**.

Support Contractor/Vendor Information:  
**(Support Contractor/Vendor Name)**  
**(Street Address) (Suite, Mailstop)**  
**(City, State and Zip Code)**

Please address any questions or concerns regarding this authorization to the undersigned at **(Phone Number)** and **(E-mail)**.

Sincerely,

**(Signature)**

**(Name)**  
Contracting Officer