

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Authorized Signatory Representation

Dear [Recipient's Name],

I hope this letter finds you well.

We, [Your Company Name], hereby confirm that [Authorized Signatory's Name], holding the position of [Position/Title], is authorized to act on behalf of [Your Company Name] in matters pertaining to [specific purposes or transactions]. This authorization includes, but is not limited to, signing contracts, agreements, and other necessary documents that require our company's endorsement.

The authorization is effective as of [Start Date] and will remain in effect until [End Date or "further notice"].

Please find attached a copy of the identification of the authorized signatory for your records.

Should you require any further information or clarification regarding this authorization, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]

[Attachment: Identification of Authorized Signatory]