

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally designate [Authorized Signatory's Name] as the authorized signatory for [specific purpose or document] on behalf of [Your Company].

Please ensure that all relevant documents requiring a signature are submitted to [Authorized Signatory's Name] for signing.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]