

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Delegation of Authorized Signatory

I hope this letter finds you well.

I am writing to formally delegate the authority of an authorized signatory on behalf of [Your Company Name]. Effective [Start Date], [Delegate's Full Name], holding the position of [Delegate's Position], will be authorized to sign documents and make representations on behalf of our company concerning [specific activities or areas, e.g., contracts, agreements, financial documents, etc.].

This delegation includes the authority to:

1. Sign contracts and agreements relevant to [specific projects or operations].
2. Approve and execute financial transactions up to [specify amount].
3. Represent the company in discussions and negotiations with [specify parties or organizations].

Please update your records accordingly and acknowledge receipt of this delegation by signing and returning the enclosed copy of this letter.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Enclosure: Copy of the letter for acknowledgment