

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], the authorized signatory of [Your Company Name], hereby confirm that I have the authority to sign on behalf of the company for the following matters:

- [List the specific matters or documents]

Please feel free to reach out if you have any questions.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]