

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorization of Signatory

I am writing to formally inform you that [Authorized Signatory's Name],
[Position], is hereby authorized to sign documents and contracts on
behalf of [Your Company]. This authorization is effective from [Effective
Date] and will remain in place until further notice.

Please feel free to contact me at [your phone number] or [your email
address] if you have any questions or require further verification
regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Name]
[Your Position]
[Your Company]