

[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: Authorization of Signatory

We are writing to formally designate [Name of Authorized Signatory] as the authorized signatory for [specific purposes, e.g., contracts, agreements, financial documents] on behalf of [Your Company Name].

[Name of Authorized Signatory] holds the position of [Position] and is authorized to sign necessary documents and make decisions pertaining to [specific details or scope of authority].

This designation is effective as of [Effective Date] and will remain in effect until further notice.

Please find attached any relevant documentation supporting this authorization.

Should you require further information or clarification, please feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Enclosure: Authorization Documentation]