

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Authorized Signatory Endorsement

Dear [Recipient's Name],

I am writing to formally endorse [Name of Authorized Signatory] as the authorized signatory for [specific purpose or document, e.g., contracts, agreements] related to [brief description of project or transaction].

[Name of Authorized Signatory] holds the position of [Job Title] within [Your Company's Name] and has the authority to sign on behalf of the company. This endorsement is effective as of [start date] and will remain in effect until further notice.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Contact Information]