

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Authorization for Signatory Approval

Dear [Recipient Name],

I hope this message finds you well.

We hereby authorize [Authorized Signatory's Name], [Authorized Signatory's Title], as the official signatory for [purpose of authorization, e.g., contracts, agreements] on behalf of [Your Company Name]. This authorization is effective from [start date] and will remain valid until [end date or 'further notice'].

[Authorized Signatory's Name] is empowered to execute any necessary documents and make binding commitments on behalf of our organization in relation to [specific scope or purpose].

Please feel free to contact us at [Your Contact Information] if you have any questions regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Optional: Company Seal or Signature]