

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Introduction of Authorized Signatory

I hope this letter finds you well.

1. **\*\*Introduction\*\***

- Brief introduction of the company.
- Purpose of the letter: to introduce the authorized signatory.

2. **\*\*Details of Authorized Signatory\*\***

- Name: [Authorized Signatory's Name]
- Title: [Authorized Signatory's Title]
- Contact Information: [Email and Phone Number]
- A brief background or qualification summary.

3. **\*\*Authority and Responsibilities\*\***

- Outline the signing authority and limits.
- Mention any relevant scope of work or projects.

4. **\*\*Call to Action\*\***

- Invite the recipient to reach out to the authorized signatory for any relevant matters.
- Offer assistance or further information if needed.

5. **\*\*Closing\*\***

- Thank the recipient for their attention.
- Express anticipation for future collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]