

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

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

Dear [Recipient's Name],

I am writing to formally authorize [Authorized Person's Name] to act as a signatory on behalf of [Your Company Name] regarding [specific matters, agreements, or transactions]. This authorization will ensure that all necessary actions can be efficiently executed without delay.

[Briefly explain the scope of the authorization and any relevant details about the responsibilities].

Should you have any questions or require further confirmation, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]