

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

Subject: Request for Authorized Signatory

We hereby request the authorization of [Name of Authorized Signatory] as an official signatory for [Your Company Name]. This designation allows [him/her/them] to sign documents on behalf of our company related to [specific purposes or transactions, e.g., contracts, agreements, banking transactions].

Please find attached the necessary documents and resolutions from our board of directors supporting this request. We appreciate your cooperation in updating your records accordingly.

Should you require any further information or documentation, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]