

[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: Authorization of Signatory

I hereby confirm that [Authorized Signatory's Name] is authorized to act on behalf of [Your Company Name] in all matters pertaining to [specific purpose, e.g., contracts, agreements, etc.].

This authorization is effective as of [Effective Date] and will remain in effect until further notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Company Seal, if applicable]