

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]  
Subject: Authorization Letter for Signing Authority  
Dear [Recipient's Name],  
I, [Your Name], the [Your Position/Title] of [Your Company/Organization Name], hereby authorize [Authorized Signatory's Name] to act on my behalf in matters requiring my signature. This authorization includes, but is not limited to, the signing of documents, contracts, and agreements on behalf of [Your Company/Organization Name].  
This authorization is valid from [Start Date] until [End Date], unless revoked in writing prior to that date.  
If you have any questions regarding this authorization, please feel free to contact me at [Your Phone Number] or [Your Email Address].  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title]  
[Your Company/Organization Name]