

[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]