

[Your Name]  
[Your Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Introduction: State the purpose of the letter, including any necessary background information.]  
[Body: Provide detailed information regarding the signing authority, including any relevant details about the decisions or actions authorized.]  
[Conclusion: Summarize the main points and express the desired outcome or next steps.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company Name]