

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Request for Signing Authority Approval
I hope this message finds you well.
I am writing to formally request your approval for signing authority regarding [specific matter or document]. This decision is crucial for [brief reason for the request], and your approval will enable us to proceed without delay.
Details of the request:
- **Document/Contract Title:** [Title]
- **Purpose:** [Purpose of the document or contract]
- **Deadline for Approval:** [If applicable]
Please review the attached documentation for more information. Your support and approval are greatly appreciated.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]