

[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]