

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]
Subject: Signing Authority
Dear [Recipient's Name],
I am writing to formally grant authority for [Name of the Person/Position] to act on behalf of [Your Company/Your Name] in signing documents related to [specific purpose or scope]. This authority is effective from [start date] to [end date or "until further notice"].
Please feel free to contact me if you have any questions.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]