

[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]