

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Signing Authority

I hope this letter finds you well.

I am writing to formally delegate signing authority for [specific documents, agreements, or transactions] to [Name of the person granted authority], [Title/Position of the person], effective [Start Date]. This decision has been made to ensure efficient management of our operations and to facilitate seamless communication and authorization processes within our organization.

[Optional: Brief explanation of the reasons for granting this authority or any relevant context.]

The individual designated has the requisite expertise and understanding of our organizational policies and will act in the best interest of the company.

Please update your records to reflect this change and direct any pertinent documents that require authorization to [Name of the authorized person].

Thank you for your attention to this matter. Should you have any questions or require further information, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization Name]

[Enclosure: if any]