

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

Dear [Recipient Name],

Subject: Request for Signing Authority

I am writing to formally request signing authority on behalf of [Your Company/Organization Name]. Due to [brief reason for request, e.g., role changes, project initiation], it is essential for me to have the necessary authority to [describe specific responsibilities or actions]. I believe this change will enhance our productivity and streamline our processes. Enclosed are the relevant documents that outline the scope of authority required.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company/Organization Name]