

[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]