

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]
Subject: Signing Authority Letter
Dear [Recipient Name],
I, [Your Name], holding the position of [Your Position] at [Your Company/Organization Name], hereby grant signing authority to [Authorized Person's Name], who holds the position of [Authorized Person's Position] at our organization.
This authority is effective from [Start Date] and will remain in effect until [End Date or "further notice"]. [Authorized Person's Name] is authorized to sign documents on behalf of [Your Company/Organization Name], including but not limited to [List of specific documents or types of agreements if applicable].
Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further confirmation regarding this authority.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization Name]