

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Signing Authority Confirmation  
Dear [Recipient's Name],  
I hope this letter finds you well.  
This correspondence serves to formally confirm the signing authority of [Name of Authorized Person] in relation to [specific documents or transactions]. As of [date], [he/she/they] is authorized to sign all necessary documents, contracts, and agreements on behalf of [Your Company/Organization Name].  
Please find below the details of the authorized individual:  
Name: [Name of Authorized Person]  
Title: [Title of Authorized Person]  
Email: [Email of Authorized Person]  
Phone: [Phone Number of Authorized Person]  
This authorization is effective until [expiration date or conditions for revocation, if applicable]. Any transactions or agreements executed by [Name of Authorized Person] during this period shall be deemed valid and binding upon our organization.  
Should you require any further information or verification regarding this signing authority, please do not hesitate to contact me directly.  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature]  
[Your Printed Name]  
[Your Title/Position]  
[Your Company/Organization Name]