

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

[Recipient Name]  
[Recipient Job Title]  
[Recipient Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
Subject: Signing Authority Letter

I, [Your Name], in my capacity as [Your Job Title] of [Your Company Name], hereby authorize [Authorized Person's Name] to act on behalf of [Your Company Name] and execute any necessary documents related to [specific purpose or transaction] as of [effective date].

This authorization includes the signing of contracts, agreements, and any other relevant documents required for the execution of this activity.

Please consider this letter as formal confirmation of the above-mentioned authority.

Thank you.

Sincerely,

[Your Signature (if sending hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company Name]