

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Grant of Signing Authority
I hope this message finds you well.
I am writing to formally grant signing authority to [Name of Person Being Granted Authority] in relation to [specific purpose, e.g., contract signing, financial transactions, etc.]. This authorization is effective from [start date] and will remain in effect until [end date or state if it is indefinite].
[Name of Person Being Granted Authority] is authorized to sign the following documents on behalf of [Your Company/Organization Name]:
- [List specific documents or types of documents]
Please ensure that all necessary protocols are followed and that this authority is registered within the appropriate departments.
Should you have any questions or require further clarification regarding this matter, please do not hesitate to contact me.
Thank you for your attention to this important matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization Name]