

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[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 [Department/Team/Project Name]. This authority will enable me to [briefly explain the purpose or benefits].

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position/Title]
[Your Department/Team]