

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Granting of Signing Authority

I am writing to formally grant you signing authority on behalf of [Your Company/Organization Name]. This authority allows you to execute documents, contracts, and agreements in relation to [specific purpose, if applicable].

Effective [start date], you are authorized to sign on the following documents:

1. [Document Type 1]
2. [Document Type 2]
3. [Additional documents if necessary]

This signing authority shall remain in effect until [end date/condition for revocation], unless otherwise notified in writing.

Please ensure that all executed documents reflect your signing authority, including your signed name followed by "[Your Position]" of [Your Company/Organization Name].

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]