

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Signing Authority Letter

I, [Your Name], holding the position of [Your Title] at [Your Company Name], hereby authorize [Authorized Person's Name], who holds the position of [Authorized Person's Title] at [Your Company Name], to act on behalf of [Your Company Name] in matters related to [specific matters/reason for authorization].

This authority includes, but is not limited to, the signing of [specific documents or types of documents], engaging in negotiations, and making company representations as required.

This authorization is valid from [start date] until [end date], unless revoked in writing before that time.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Company Seal, if applicable]