

[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position/Title]  
[Recipient Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Signature Authority Letter

Dear [Recipient Name],

I, [Your Name], in my capacity as [Your Position/Title] of [Your Company/Organization Name], hereby authorize [Authorized Person's Name], holding the position of [Authorized Person's Position/Title], to act on behalf of [Your Company/Organization Name] for the purpose of [specific purpose or transaction] and to sign any necessary documents related to this matter.

This authority is effective as of [Start Date] and will remain in effect until [End Date] or until further notice.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]  
[Enclosures, if any]