

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

Subject: Signature Authority Letter

Dear [Recipient Name],

I, [Your Name], in my capacity as [Your Title] of [Your Organization], hereby grant [Authorized Person's Name] the authority to act on behalf of [Your Organization] regarding the following matters:

1. [Detail the specific authority granted, e.g. signing documents, making decisions, etc.]
2. [Additional details or limitations, if any]

This authorization is effective from [Start Date] and will remain in effect until [End Date or Indefinitely].

Please provide any assistance required to [Authorized Person's Name] in executing this authority.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Organization]