

[Your Name]
[Your Title]
[Your Organization]
[Organization 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 am writing to formally grant signature authority to [Authorized Person's Name] for [specific documents, agreements, or transactions]. This authorization is effective from [start date] and will remain valid until [end date or "revoked in writing"].

[You may include any specific conditions or limitations regarding the authority granted.]

Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]