

[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 authorize [Authorized Person's Name] to act on behalf of [Your Organization] regarding [specific matters/transactions].

This authorization is effective from [start date] and shall remain in effect until [end date, if applicable] or until otherwise revoked in writing.

[Authorized Person's Name] is granted full authority to sign documents, make decisions, and represent [Your Organization] in matters related to [specific scope of authority].

Please find attached relevant documents supporting this authorization.

If you have any questions or require further verification, please do not hesitate to contact me.

Sincerely,

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

[Attachment: List of Documents]