

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Authority Letter for Signature

Dear [Recipient's Name],

I, [Your Full Name], the [Your Position] of [Your Company Name], hereby authorize [Authorized Person's Full Name] to act on behalf of [Your Company Name] regarding the signing of all necessary documents pertaining to [specific matter or transaction]. This authorization is effective as of [start date] and will remain in effect until [end date or "further notice"].

The authorized signer is allowed to perform the following actions:

1. Sign contracts and agreements.
2. Submit documents to [relevant entities/organizations].
3. [Additional specific powers, if any].

Please accept this letter as formal notification of this authorization.

Should you have any questions or require further confirmation, do not hesitate to contact me directly at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Optional: Company Seal/Stamp]