

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Signature Authority Letter

Dear [Recipient's Name],

This letter is to formally designate and authorize [Name of Authorized Person] as the individual with signature authority on behalf of [Your Company Name]. This authority encompasses the ability to execute documents, contracts, and agreements pertinent to [specific purpose or project].

Details of the Authorized Person:

- Name: [Name of Authorized Person]
- Position: [Position of Authorized Person]
- Contact Information: [Phone Number, Email Address]

This authorization is effective as of [start date] and will remain in effect until [end date] or until revoked in writing.

Please ensure that all necessary actions are taken in accordance with this letter. Should you have any questions or require further clarification, do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Company Seal, if applicable]

[CC: Other relevant parties]