

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorized Personnel Confirmation

We are writing to confirm that the following individual(s) are authorized to act on behalf of [Your Company Name]:

1. [Name 1]

[Title/Position]

[Contact Information]

2. [Name 2]

[Title/Position]

[Contact Information]

Please ensure that any dealings with [Your Company Name] involving these individuals are recognized as valid and legitimate. This authorization is effective as of [Effective Date] and will remain in effect until further notice.

If you have any questions or require further verification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]