

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Authorized Signatory Approval

Dear [Recipient Name],

I hope this letter finds you well.

We are writing to formally request approval for the designated authorized signatory for [purpose, e.g., signing contracts, agreements, etc.] on behalf of [Your Company Name].

The following individual is hereby designated as the authorized signatory:

**\*\*Name:\*\*** [Signatory Name]

**\*\*Title:\*\*** [Signatory Title]

**\*\*Contact Information:\*\*** [Signatory Email and Phone Number]

This authorization is effective as of [Effective Date] and will remain in effect until revoked in writing.

Please confirm your acceptance of this authorization by signing below and returning a copy of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

-----  
**\*\*Acknowledgment\*\***

I, [Recipient Name], hereby acknowledge and accept the above authorization.

\_\_\_\_\_  
[Recipient Signature]

[Date]

[Company Seal if applicable]