

[Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Authorized Signatory Assignment

Dear [Recipient's Name],

We hereby inform you that [Employee's Name], holding the position of [Employee's Position], is designated as an authorized signatory for [Company Name].

Effective [Effective Date], [Employee's Name] is authorized to sign all necessary documents, including but not limited to contracts, agreements, and other legal documents on behalf of [Company Name].

Please update your records accordingly. Should you require any further verification or have questions, feel free to contact us at [Company's Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]

[Company Seal or Signature]