

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Authorized Signatory Confirmation

We hereby confirm that [Name of Authorized Signatory], holding the position of [Position/Title], is an authorized signatory for [Your Company Name] as of [Effective Date]. This individual is empowered to sign documents and make commitments on behalf of [Your Company Name] in accordance with our corporate policies.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you have any questions or require further verification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]