

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Authorized Signatory Letter

Dear [Recipient Name],

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize [Authorized Person's Name] to act as the signatory on behalf of [Your Company Name]. This authorization allows [Authorized Person's Name] to sign documents and agreements related to [specify the purpose or scope, e.g., financial transactions, contracts, etc.].

This authorization is effective from [Start Date] and will remain in effect until [End Date or "until further notice"].

Should you require any further confirmation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]