

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally designate [Authorized Signatory's Name] as the authorized signatory for [specific purpose or document]. This authorization is effective as of [date] and will remain in effect until [end date or condition].

Please find the signature of [Authorized Signatory's Name] below for your records.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position]