

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorization for Signature

I hope this letter finds you well.

I am writing to formally designate [Authorized Signatory's Name] as an authorized signatory for [specific purpose or document, e.g., contracts, agreements, financial documents] on behalf of [Your Company Name].

[Authorized Signatory's Name] holds the position of [Authorized Signatory's Position] and has the authority to sign on behalf of the company in matters pertaining to [specific areas of authority].

This authorization is effective as of [date] and will remain in effect until [end date or conditions for termination].

Please feel free to reach out if you require any further information or confirmation regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]