

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

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

Dear [Recipient's Name],

Subject: Authorization of Signatory

I hope this letter finds you well.

I am writing to formally authorize [Authorized Signatory's Name], holding the position of [Position of Authorized Signatory] at [Your Company Name], to act on behalf of our company in all matters regarding [Specify purpose, e.g., contracts, agreements, etc.].

This authorization is effective from [Start Date] and shall remain in effect until [End Date/Indefinitely]. Please feel free to reach out if you need any further information or clarification regarding this authorization.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Position]
[Your Company Name]
[Company Seal/Stamp, if applicable]