

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Authorization of Signatory

I, [Your Name], in my capacity as [Your Title] of [Your Company Name], hereby authorize [Authorized Signatory Name], holding the position of [Authorized Signatory Title], to act on behalf of [Your Company Name] as the authorized signatory for all legal documents and transactions pertaining to [specify the purpose, e.g., contract negotiations, agreements, etc.].

This authorization is effective as of [Effective Date] and will remain in effect until further notice.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name]
[Enclosure: if any]