

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorized Signatory Approval

I hope this letter finds you well.

We hereby authorize [Authorized Signatory Name], [Position/Title] of [Your Company Name], to act on behalf of our company in all matters related to [specific matters or transactions]. This authorization includes the power to sign documents, negotiate terms, and make decisions concerning [details of authority].

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

Please acknowledge receipt of this authorization by signing below.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]

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[Recipient Signature] [Date]

[Title] [Company] [Date]