

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorization of Financial Signatory

We, [Your Company Name], hereby authorize [Authorized Signatory's Full Name], holding the position of [Position] within our organization, to act as our authorized signatory for all financial matters pertaining to [specific purpose, account, or transaction] effective from [start date] to [end date or "until further notice"].

As the authorized signatory, [he/she/they] will have the authority to sign and execute all necessary documents related to our financial dealings, including but not limited to [list specific types of documents, e.g., contracts, bank transactions, agreements].

Please update your records accordingly and direct any future correspondence regarding this authorization to my attention.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Company Seal or Signature if applicable]