

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Department Name]

[Company Address]

[City, State, Zip Code]

Subject: Authorization of Signatory

Dear [Recipient Name],

I am writing to formally authorize the following individual as an authorized signatory for [specific purpose or context, e.g., financial transactions, contract approvals, etc.] on behalf of [Your Company Name].

**\*\*Authorized Signatory:\*\***

Name: [Signatory Name]

Title: [Signatory Title]

Contact Information: [Phone Number, Email Address]

This authorization is effective immediately and will remain in effect until further notice. Please ensure that all necessary protocols are followed when dealing with this authorized signatory.

If you have any questions or require further information, please feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]