

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

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

Subject: Multi-Signatory Authorization

Dear [Recipient's Name],

We, the undersigned, hereby authorize the following individuals to act on behalf of [Your Company Name] regarding [specific purpose or transaction] as detailed below:

1. Name: [Full Name]  
Title: [Job Title]  
Signature: \_\_\_\_\_
2. Name: [Full Name]  
Title: [Job Title]  
Signature: \_\_\_\_\_
3. Name: [Full Name]  
Title: [Job Title]  
Signature: \_\_\_\_\_

This authorization shall remain in effect until [specify duration or conditions under which it will be revoked].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Signature]

Enclosures: [if any]