

[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],

I am writing to formally authorize [Name of Authorized Signatory] to act on behalf of [Your Company Name] regarding [specific purpose or project]. [Name of Authorized Signatory] will have the authority to sign documents and make decisions pertinent to [specific tasks or responsibilities]. Please feel free to contact me if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]