

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Authorization of Signatory

I, [Your Name], the [Your Position] of [Your Company Name], hereby authorize the following individual(s) to act as a signatory on behalf of [Your Company Name] for all necessary transactions and agreements:

1. [Authorized Signatory Name]

[Position/Title]

[Contact Information]

2. [Additional Name, if applicable]

[Position/Title]

[Contact Information]

This authorization is effective as of [Effective Date] and shall remain in effect until further notice.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Company Website, if applicable]