

# Delegation of Authority

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I, [Your Name], in my capacity as [Your Position] at [Your Company], hereby delegate authority for the approval of business transactions as outlined below:

## Delegation of Authority Details

- **Transaction Type:** [Specify Transaction Type]
- **Amount Limit:** [Specify Amount Limit]
- **Effective Date:** [Insert Effective Date]
- **Expiration Date:** [Insert Expiration Date]

Please ensure that all activities related to this authority are executed in accordance with the policies and procedures of [Your Company].

If you have any questions, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]