

Delegation of Signing Authority

Date: [Insert Date]

To Whom It May Concern,

This letter serves to formally delegate signing authority to [Delegate's Name], [Delegate's Position], at [Company/Organization Name].

Effective immediately, [Delegate's Name] is authorized to sign documents on behalf of [Your Name or Your Position] for [Specify the scope, e.g., contracts, agreements, etc.]. This delegation is in effect from [Start Date] to [End Date], unless revoked earlier in writing.

For any inquiries regarding this delegation, please contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]