

# Letter of Document Signing Authority Delegation

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], the [Your Position] of [Your Company/Organization], hereby delegate the authority to sign documents on my behalf to [Delegate's Name], [Delegate's Position]. This delegation is effective starting from [Start Date] and will continue until [End Date or "further notice"] unless revoked in writing.

[Delegate's Name] is authorized to sign the following types of documents:

- [Type of Document 1]
- [Type of Document 2]
- [Type of Document 3]

All documents signed by [Delegate's Name] during this period will be considered as if signed by me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Contact Information]