

Letter of Granting Document Signing Privileges

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you have been granted document signing privileges within [Organization Name]. This entails your authority to review, sign, and approve documents on behalf of [Organization Name].

Your signing privileges will commence on [Start Date] and will remain active until further notice. Please ensure that all documents signed are in alignment with our company policies and procedures.

If you have any questions or require further clarification regarding your responsibilities, please do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

Thank you for your cooperation and commitment.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]