

Corporate Spokesperson Designation Letter

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Designation of Corporate Spokesperson

Dear [Recipient Name],

We are pleased to inform you that, effective immediately, [Spokesperson Name] has been designated as the official spokesperson for [Your Company Name]. In this role, [he/she/they] will be responsible for communicating our company's mission, vision, and values to the public and the media.

[Spokesperson Name] brings extensive experience and expertise in [relevant experience or background], making [him/her/them] an excellent choice for this crucial position.

We trust that you will coordinate with [Spokesperson Name] for any upcoming communications or media inquiries.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]