

Legal Entity Authorization Request

Date: [Insert Date]

To:

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Legal Entity Authorization Request

We, [Your Company Name], a [Legal Structure, e.g., corporation or LLC], hereby authorize [Authorized Person's Name] to act on behalf of [Your Company Name] in all matters related to [specific purpose, e.g., entering agreements, signing documents, etc.]. This authorization includes the ability to make decisions and take actions as necessary in the indicated matters.

The details for [Authorized Person's Name] are as follows:

- Name: [Authorized Person's Full Name]
- Position: [Authorized Person's Position in Company]
- Contact Information: [Email and Phone Number]

This authorization is valid until [Expiration Date], unless revoked in writing prior to that date.

If you have any questions or require further information, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email]
[Phone Number]