

Contract Signatory Authorization Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We hereby authorize the following individual(s) to sign contracts on behalf of [Client Company Name] effective immediately:

- [Authorized Signatory Name 1] - [Title/Position]
- [Authorized Signatory Name 2] - [Title/Position]

This authorization remains in effect until further notice unless revoked in writing.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Client Company Name]

[Client Company Address]

[Contact Information]