

Contract Signatory Authorization

Date: [Insert Date]

To Whom It May Concern,

This letter serves as formal authorization for [Name of Signatory], [Position], to sign vendor agreements on behalf of [Company Name].

We confirm that [Name of Signatory] has the authority to enter into binding contracts and agreements with vendors as per our company's policies. This authorization is effective immediately and remains in effect until revoked in writing.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]