

# Letter of Designated Financial Decision-Making Authority

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], holding the position of [Your Position] at [Your Company/Organization Name], hereby designate [Designee's Name], [Designee's Position] to act on my behalf in all financial decision-making matters related to [specific project, account, or purpose].

This authority includes, but is not limited to:

- Budget approvals
- Expenditure authorizations
- Contract negotiations
- Vendor payment approvals

This designation shall remain in effect until [end date or condition for termination].

For any inquiries or confirmations regarding this designation, please feel free to contact me directly at [Your Contact Information].

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Contact Information]