

Financial Authority Assignment Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

We are writing to formally assign you the financial authority to manage and oversee financial operations within [Department/Area] of [Company/Organization Name]. This assignment is effective as of [Effective Date] and will remain in effect until further notice.

Your key responsibilities will include, but are not limited to:

- Budget management and allocation
- Financial reporting and analysis
- Expense approval and auditing
- Coordination with external financial institutions

We trust that you will carry out these responsibilities with diligence and in accordance with the company's policies and procedures.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]