

# Signature Authority Assignment Letter

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]

To Whom It May Concern,

This letter is to formally assign signature authority for legal documents on behalf of [Your Company/Organization Name] to the following individual:

**Name:** [Authorized Person's Name]  
**Title:** [Authorized Person's Title]  
**Department:** [Authorized Person's Department]  
**Email:** [Authorized Person's Email]  
**Phone Number:** [Authorized Person's Phone Number]

Effective immediately, [Authorized Person's Name] is granted the authority to sign legal documents, contracts, and agreements on behalf of [Your Company/Organization Name]. This assignment remains in effect until further notice or until the revocation of authority is communicated in writing.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]  
[Your Name]  
[Your Title]  
[Your Company/Organization]