

Signature Authority Confirmation Letter

Date: [Insert Date]

To Whom It May Concern,

This letter is to confirm that [Employee's Name], holding the position of [Employee's Position] at [Company Name], is authorized to sign vendor agreements on behalf of [Company Name].

As part of their responsibilities, [Employee's Name] has the authority to enter into contracts and agreements with vendors and suppliers that are in alignment with our company's objectives and policies.

This authorization is valid until further notice. Should you have any questions or require additional verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]