

Signature Authority Definition

Date: [Insert Date]

To whom it may concern,

This letter serves to define the signature authority for the [Project Name] project management team as follows:

Signature Authorities:

- **[Name of Individual 1]** - Project Manager
- **[Name of Individual 2]** - Financial Officer
- **[Name of Individual 3]** - Contract Administrator

The individuals listed above are authorized to sign documents relevant to the administration, management, and execution of the project. Their responsibilities include but are not limited to:

- Approval of project budgets
- Execution of contracts
- Authorization of expenses

All documents requiring signature must be reviewed by the designated authority within their area of responsibility prior to signing.

If you have any questions regarding this signature authority definition, please feel free to reach out to [Your Name] at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]