

# Signature Authority Delegation Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]

To Whom It May Concern,

This letter serves to formally delegate signature authority for financial operations on behalf of [Your Company Name] to [Delegate's Name] in the position of [Delegate's Position]. This delegation is effective immediately as of [Effective Date] and will remain in effect until [End Date or "revoked in writing"].

[Delegate's Name] is hereby authorized to sign all financial documents, including but not limited to checks, contracts, and agreements related to [specify operations or projects if applicable].

For your records, this delegation is aligned with our internal policies and procedures regarding financial authority.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions regarding this delegation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]  
[Your Typed Name]  
[Your Position]